

CURRICULUM VITAE

Md.Forhad Hossain

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Doha Qatar



Summary

Exceptionally creative and resourceful Electrical Engineer and supply chain management with 5+years of Experience. Able to handle multiple projects simultaneously with high professionalism and accuracy. Adept at short -And long – time to solve problems. Additional expertise in power systems, communication and electronics. Strong technical and methodical aptitude with an innate ability to analyze, coordinate and synthesize data.

Education

- ❖ **Diploma in Electrical Engineering**
Shaymoli Ideal Engineering Collage Laxmipur.
Subject : Electrical
Duration: 4(Four)Years

Personal Details

- ❖ Nationality : Bangladeshi (By birth)
- ❖ Date of Birth : 15\01\1993
- ❖ Religion : Islam
- ❖ Marital Status : Unmarried
- ❖ Gender : Male
- ❖ Languages Known : Bangla, English, Hindi (Little bit Arabic)
- ❖ Passport No : EA0705618
- ❖ QID No : 29305002918
- ❖ Driver's Licenses Number : 29305002918
- ❖ Licenses Validity : 2027-09-03

Work Experience

- ❖ **Storekeeper:** - I worked as a **Storekeeper** in **MSR.TRADING & CONT.CO** Five years In Doha Qatar.
- **Duties and Responsibilities:** -
Keeping a record of sales and restocking the store accordingly. Managing and training store staff. Planning promotional campaigns for new products or specials. Ensuring that the store is kept clean and organized.
- ❖ **Driver:** - I worked as a **Driver** in **Road Royal Limousine** **Two** Years in Doha Qatar.
- **Duties and Responsibilities:** -
- Safely transporting company staff as well as various products and materials to and from specified locations in a timely manner.
- Assisting with the loading and offloading of staff luggage, products, and materials.
- Adjusting travel routes to avoid traffic congestion or road construction.
- Providing accurate time records of the company vehicle's coming and goings.
- Reporting any accidents, injuries, and vehicle damage to management.
- ❖ **Marketing Executive:** - I Worked as a **Marketing Executive** in **AIRTEL TELECOM SERVICE**. One years In Bangladesh.
- ❖ **Duties and Responsibilities:** -
- Own and manage operational monitoring tools
- Own the change management for Digital Channels
- Responsible for the service management, infrastructure, transition for Digital Channels
- 24 x 7 availability for support.
- ❖ **Computer Skills:** -
- Operates Windows 7 and Windows 8 Above.
- Work well on MS-Office and MS-Excel.
- Work on Internet related utilities.

➤ **Other Activities: -**

- Proper document attachment for further process.
- Preparing sales invoices.
- Bank payment, Transfer slip, and petty cash payment process.
- Recording of daily cash transactions.
- E-mail receiving, encoding, decoding, forwarding, and replying to the concerned person.
- Preparation of bi-weekly invoice and expense claim payment runs.
- Assisting in preparation of various accounting reports for senior managers.
- Checking Exchange rates & updates on daily basis.
- Checking all the Requisite Document and initiate to open new account
- Customer enquiry handling.
- Checking with customers details before sending transaction.

❖ **Declaration: -**

I hereby declare that all the details given above are true to the best of my knowledge and I want to give my best in any field

MD.FORHAD HOSSAIN