



MOHAMMED SAZZAD HOSSAIN

Detail-oriented Data Entry Operator with experience in logistics documentation, shipment tracking, and inventory data management. I am skilled in maintaining accurate records, verifying documentation, and supporting warehouse and transport operations. Strong typing accuracy, attention to detail, and ability to work efficiently in fast-paced logistics environments.

CONTACT

- Mobile: +974 50920155
- E-mail: Sam.bd89@gmail.com

PERSONAL INFORMATION

- Date of Birth : 01/06/1988
- Gender : Male
- Nationality : Bangladesh
- Marital Status : Married

EDUCATION

- Higher Secondary School Certificate from Hazera Taj University College, Chandgao, Bangladesh (2010).
- Microsoft Office Course from New Horizons CLC –Bangladesh-(2009).

KEY SKILL

- Data entry (fast and accurate)
- Shipment & delivery data management
- Inventory record updating
- Document verification
- MS Excel / ERP (Microsoft Dynamics AX)
- Logistics documentation
- Coordination with warehouse & transport teams
- Reporting & file management
- Attention to detail
- Time management
- Typing speed 50 WPM

LANGUAGE

- English
- Hindi
- Arabic
- Bangla

EXPERIENCE

Designation: Warehouse Co-Ordinator

Gold Apple Box Cosmetics

Workplace: Doha, Qatar

Period: December 1st, 2023, to Present

Designation: Data entry Operator cum Storekeeper

Mercati Trading

Workplace: Doha, Qatar

Period: (from Jan 2019 to 2022)

Duties and Responsibilities

- Accurately enter shipment details such as dispatch records, delivery notes, invoices, packing lists, and purchase orders into the logistics management system (Smartsheet, Microsoft 365 (Axapta)
- Verify documents and cross-check information for accuracy.
- Update and maintain database records for incoming and outgoing shipments, inventory movements, and transportation schedules.
- Prepare basic logistics reports and documentation.
- Coordinate with warehouse and transport teams to collect required data.
- Maintain organized digital and physical records.
- Report any data discrepancies or delays.

Personal Skills

- Very healthy, energetic person
- Enthusiastic and Hardworking.
- Good communication skills with people.
- Able to work under pressure and adaptable to all circumstances

Declaration

I hereby assure you that all the above mentioned information is true and correct to the best of my knowledge and belief.

MOHAMMED SAZZAD HOSSAIN