



## Mohammad Wahidul Alam

**Procurement Officer**

**MBA in Finance and**

**Banking.BBA in Finance.**

**Visa: Employment visa (Expired :18th June 2027)**

Mobile:+971561559934.E-mail:walam9060@gmail.com

Muwailah commercial area University road, Sharjah, U.A.E.

**Career Summary:**As a Procurement Officer in a media company, my responsibilities would typically involve supporting the procurement department in acquiring materials and services necessary for the company's operations, productions, Deliveries with a particular focus on the unique needs of the media industry.

### **Employment History:**

Total Year of Experience:**3+years(s):**

**1: Procurement Officer** (January, 29th, 2024 To Continue)Total Year of Experience:1+years.

**Department of Procurement,Trinity Media**

**LLC** - Digital Printing Service in Dubai

WarehouseNo.4,Plot194-0,Dubai Investment Park-1–  
Dubai.

### **Responsibilities:**

**"LPO"** Creating, tracking, and managing purchase orders to ensure timely and accurate acquisition of materials. This includes verifying specifications, quantities, and pricing. Maintaining organized and accurate procurement records, including vendor information, pricing, and purchase history. Preparing regular reports.

**"Stock in/out"** Updating inventory records (specially in CRM or spreadsheet) to reflect new stock arrivals. Processing requests for materials from different departments and recording their release from inventory.

**"Usage"** Tracking, Reporting and analyzing the consumption of materials, supplies, within the company.

**"Brown Forman,"** This is a warehouse of an agreement between Trinity Media and Brown Forman. As per Brown forman order I disburse all the item to the Official Bar and Distributor As representative of Trinity Media. Maintain fruitful Stock as per Order and delivery.This is great achievement to create a new path to find out easily an item in warehouse and also got appreciation from the In Charge.

**"Outsource laborer,"** Ensuring that the engagement of outsourced laborers complies with company policies and relevant labor laws. Maintaining records of hours worked, payment rates, and payments made to outsourced laborers.

**"Over time,"** Gathering or verifying overtime hours worked, Specially in collaboration with Accounts or General manager. Ensuring proper documentation (e.g., approved overtime forms) is in place for payment processing.

## **2:-Officer**

(November, 6th, 2022 To 9<sup>th</sup> January 2024) Total Year of Experience: **1+years.**

Department of Production, Section of Work Study

(Industrial Engineering).

Youngone Group Bangladesh (CEPZ) Ltd,

Chattogram. Tel: 008809612005511.

### **Responsibilities**

Mckinsey Central Reporting Team Member of Control Tower. Sanity data Check, Cross check, New Idea sharing. To Solve All Obstacle Of Production Floor.

Find Out SMV From Line. Make Good Relation With Senior & Fellow Workers.

## **3:-Assistant Accountant**

(September 19<sup>th</sup>, 2019 To April 30<sup>th</sup> 2022) Total **2.5+years** of Experience

Department of Accounting

Golden Son Limited

Kwaij Nagar, Karanafully, Chattogram.

### **Responsibilities**

Record all transactions in Tally

ERP, Reconcile invoices and

identify discrepancies, Create and

update expense reports, Review

and file payroll documents.

### **Academic Qualification:**

- |                        |  |
|------------------------|--|
| <b>1:</b> Name of Exam | : Master of Business Administration (MBA)                  |
| University             | : International Islamic University Chittagong, Bangladesh. |
| Department             | : Finance & Banking  |
| CGPA                   | : 3.36 in the scale of 4.00                                |
| Year of Passing        | : Spring 2018  |
| <b>2:</b> Name of Exam | : Bachelor of Business Administration (BBA)                |
| University             | : Premier University Chittagong, Bangladesh.               |
| Department             | : Finance  |
| CGPA                   | : 3.19 in the scale of 4.00                                |
| Year of Passing        | : March 2017   |

**Language Proficiency:** Capable to communicate and have good communication skills in English, Hindi and Bengali.

### **Strengths:**

- Understanding of Psychology
- Building Loyalty
- Very Meticulous and Versatile
- Self-monitoring and goal orient

**Personal Information :**

- Name : Mohammad Wahidul Alam
- Father's Name : Md Soleman
- Mother's Name : Mrs. Shaira Begum
- Spouse : Sadia Parhin
- Passport No : A00680303
- Passport Expire : 17<sup>th</sup> August 2031
- Blood Group : O+ ('O' Positive)
- Date of Birth : 10<sup>th</sup>, August, 1992
- Nationality : Bangladesh

**Dr. Mohammad Masrurul Mowla**  
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