



Elias Hossain

As an experienced retail and data management professional, I am seeking a challenging role that allows me to utilize my skills in sales, inventory and cash management, merchandising, and data entry. I am highly motivated to work in a dynamic environment where I can apply my operational strategies to meet quality and customer service standards, as well as develop and enforce policies and procedures to improve outlet performance.

CONTACT

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ACADEMY

- MA, Philosophy (2017) from Dhaka College - University of Dhaka
- BA, Philosophy (2020) from Dhaka College - University of Dhaka

LANGUAGES

- Bengali: (ILR Level 5 - Native or Bilingual Proficiency)
- English: (ILR Level 3 - Professional Working Proficiency)

TRAINING

- Advance Excel & Data management - Banglalink Digital Communications Ltd
- Technical Support- Bangladesh Election Commission

PROFESSIONAL CERTIFICATIONS

- National Skill Standard Basic (360hrs)- Bangladesh Technical Education Board

WORK EXPERIENCE

May 2022 - Nov 2022 (6 Months)

- **Election Commission, Rajbari**
Technical Support

Comprehensive Technical Support Services. Workstation and Bio-enrollment Client Configuration. Proficient Data Entry Operator, Meticulous Proof Reader. Facilitate Data Export and Import. Streamline Data Administration, Conduct Data Analysis, and Generate Reports for District Election Commission Officer.

Oct 2021 - May 2022 (7 Months)

- **Pran RFL Group (Daily Shopping)**
Outlet Manager

Supermarket | Operation | Sales | Inventory

Driving sales, overseeing daily outlet operations, developing policies and procedures, ensuring quality customer service, maintaining a clean and safe environment, training associates, addressing customer queries, and assisting with financial reporting.

Jan 2020 - Oct 2021 (1.9 Years)

- **One Stop Super Shop LTD**
Inventory & Cash Management Officer (ICMO)

Inventory | Cash | Sales

Cash and inventory, report to the head office, oversee invoices and payments, conduct audits to prevent theft and legal issues, and manage utility bills and rent.

Sep 2017 - Sep 2019 (2 Years)

- **ACI Logistics Limited (Shwapno)**
Back Store Manager (BSM)

Inventory | Sales | SAP

Manage cash and inventory, handle data entry, verify invoices, process payments, manage documentation, and handle product receiving and returns with 2k SKUs knowledge.

Sep 2015 - Jan 2017 (1.4 Years)

- **Banglalink Digital Communications Ltd**
Data Management Officer

Data Management | Analysis

Manage databases, communicate via email, analyze reports, handover information, conduct analysis, and ensure proper functioning of software and internet applications.

Feb 2014 - Sep 2015 (1.7 Years)

- **ACI Logistics Limited (Shwapno)**
Point of Sales (POS)

POS | Customer Bill | Sales | Sales Report

Greeting customers, determining their needs, updating customer records, computing sales prices, processing payments, and operating an integrated credit card scanner with real-time authorization and settlement processing.

SKILLS

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- IT Support - Technical Troubleshooting - Data Administration and Analysis - Sales Management - Inventory Management - Leadership and Team Management - Financial Reporting - Auditing - Report Analysis - Data Analysis - Data Entry & Documentation - Cash Handling - Customer Service - SAP Knowledge - WordPress - HTML - CSS - JavaScript - MS Excel - MS Word- Google Sheets - Canva