



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

- Election Commission, Rajbari**
Technical Support
May 2022 - Nov 2022
(6 Months)
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.
- Pran RFL Group (Daily Shopping)**
Outlet Manager
Oct 2021 - May 2022
(7 Months)
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.
- One Stop Super Shop LTD**
Inventory & Cash Management Officer (ICMO)
Jan 2020 - Oct 2021
(1.9 Years)
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.
- ACI Logistics Limited (Shwapno)**
Back Store Manager (BSM)
Sep 2017 - Sep 2019
(2 Years)
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.
- Banglalink Digital Communications Ltd**
Data Management Officer
Sep 2015 - Jan 2017
(1.4 Years)
Data Management | Analysis
Manage databases, communicate via email, analyze reports, handover information, conduct analysis, and ensure proper functioning of software and internet applications.
- ACI Logistics Limited (Shwapno)**
Point of Sales (POS)
Feb 2014 - Sep 2015
(1.7 Years)
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

- SKILLS • 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