

MD. FAHID UDDIN

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Address: Al khumrah, Jeddah, Saudi Arabia



CAREER OBJECTIVE

Dynamic and results-oriented professional with a strong commitment to excellence and continuous growth. Proven ability to adapt to diverse work environments while contributing to team success, organizational goals, and operational efficiency. Seeking a challenging position where I can apply my skills, dedication, and innovative mindset to drive performance & contribute meaningfully to the success of the organization.

PROFESSIONAL EXPERIENCE

- Admin, Warehouse in Spare Parts** **June 22, 2025 - Present**
Al Majdouie Logistic Service, Jeddah, Saudi Arabia
 - Coordinate with suppliers, logistics teams, and warehouse staff to ensure timely dispatch.
 - Maintain accurate records of incoming and outgoing goods.
- Admin** **March, 2024 - December, 2024**
River Blue Trading & Contracting Service, Doha, Qatar
 - Manage daily operations, including scheduling, correspondence, and supplies.
 - Maintain records and filing systems.
- Computer Operator Executive Officer** **January, 2023 - February, 2024**
Abul khair Steel, Gulshan, 2, Dhaka, Bangladesh
 - Operate and monitor computer hardware systems, servers, and peripheral devices.
 - Maintain processing logs and document operational events.
- Japanese Language Instructor** **August, 2022 - November, 2022**
Meiji Education, Dhanmondi 32, Dhaka, Bangladesh
 - Teach reading, writing, listening, and speaking skills in Japanese across beginner to advanced levels.
 - Prepare students for language proficiency exams such as JLPT (N5 to N1).
- Student Councilor Executive** **January, 2022 - July, 2022**
Sheba Japanese Language Academy, Dhanmondi 27, Jigatola, Dhaka, Bangladesh
 - Collaborate with instructors to address student learning challenges and feedback.
 - Organize peer tutoring, conversation clubs, and language immersion activities.

ACADEMIC QUALIFICATIONS

- | | |
|--|-------------|
| Master's in English | 2022 |
| Bangladesh University of Business & Technology CGPA: 2.95 (Out of 4) | |
| Bachelor of Business Administration (BBA - Accounting) | 2021 |
| CCN University of Science & Technology, Bangladesh CGPA: 2.89 (Out of 4) | |
| Higher Secondary Certificate (H.S.C) | 2017 |
| Ispahani Public School & College, Bangladesh GPA: 4.75 (Out of 5) | |
| Secondary School Certificate (S.S.C) | 2015 |
| Ispahani Public School & College, Bangladesh GPA: 4.67 (Out of 5) | |

TRAINING & COURSES

1. I have completed **International English Language Testing System (IELTS)** in 2022

Score: 6.5

2. I have completed **Japanese Language Test N5 - N3** in 2023 | JLPT Result: 119 Out of 150

Japanese Universities Alumni Association in Bangladesh (JUUB)

TECHNICAL SKILLS

MS Word | MS Excel | MS PowerPoint

CORE SKILLS

Managing Inventory | Managing Flow of Goods, Tools & Spare Parts | Warehouse Operations | Time Management | Quick Learner | Teamwork | Excellent Communication Skills

LANGUAGES

- **English** - Fluent
- **Japanese** - Fluent
- **Arabic** - Conversational
- **Hindi** - Conversational
- **Bengali** - Native Speaker

PERSONAL DETAILS

Name : Md. Fahid Uddin

Date of Birth : 10-11-1999

Nationality : Bangladeshi

Iqama No : 2595047826

Passport No : B00810187

Passport Expiry Date : 02-08-2032

REFERENCE

Md. Saiful Islam

Admin, PDI & Dispatch Operation

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DECLARATION

I hereby certify that the above statements are true and correct for the best of my knowledge and beliefs.



MD. FAHID UDDIN