



# BOLAY NATH

01624-094382 | bolaynath.82@gmail.com  
Gora-mara, Kumira, Chittagong

**Website:** <https://bolay-nath.netlify.app/>

**LinkedIn:** <https://www.linkedin.com/in/bolay-nath>

## OBJECTIVE

Responsible and adaptable professional with experience in HR, logistics, and quality control. Skilled in logistics operations, transport management, and quality processes, with a solid understanding of website development. Quick to learn new software and systems, and eager to contribute to team success while continuing to grow professionally.

## SUMMARY

- Over 5 years of experience in office administration and quality control in the logistics and textile industries.
- Currently working in the HR & Administration Department at KSRM Logistics, handling documentation, coordination, and day-to-day operations.
- Previously served as a Quality Controller at Afra Group, focusing on process improvement, defect reduction, and compliance.
- Possess working knowledge of website development and adapt quickly to new software and systems.

## PROFESSIONAL EXPERIENCE

### **KSRM Steel Plant Ltd** Office Assistant - HR & ADMIN

January 16, 2022  
Present

#### **Key Responsibilities**

- Maintaining and organizing employee records and transport documents in both digital and physical formats.
- Assisting in preparing official documents such as appointment letters and employee information.
- Coordinating internal communication between HR, transport, and other departments for smooth operations.
- Supporting attendance tracking, leave records, and vehicle movement logs through Excel and manual registers.
- Scheduling and following up on recruitment interviews, transport dispatches, and administrative meetings.
- Handling general administrative duties, including data entry, filing, document preparation, and report generation.

### **AFRAH FASHION LIMITED**

May 10, 2020 – January 15, 2022

### **Quality Inspector - Quality Department**

#### **Key Responsibilities**

- Inspect fabrics, garments, and raw materials to meet quality standards.
- Identify defects such as color variation, stitching errors, stains, or damage.
- Maintain inspection reports and records for audits and reviews.
- Coordinate with production and quality teams to resolve issues.
- Ensure compliance with quality procedures, buyer requirements, and safety standards.

## Receiver – BM Container Depot Ltd

### Key Responsibilities

- Checked incoming shipments and verified quantities.
- Maintained accurate records of received items and updated tracking systems.
- Resolved shipment issues and reported discrepancies promptly.
- Loaded containers for dispatch according to verified orders.

## SKILLS

### Professional

- Transport Operations
- Advanced Excel
- Office Software
- Basic Oracle Knowledge

- Website Development (MERN stack)
- Bangla Typing & Drafting

### Personal

- Adaptability & Quick Learning
- Time Management
- Problem Solving

## EDUCATION

BA (Pass) 2025	Bachelor Of Arts	National University	Final year
HSC 2021	Humanities	Chittagong Board	GPA 2.56 (out of 5.00)
SSC 2018	Humanities	Chittagong Board	GPA 2.40 (out of 5.00)

## Personal Details

- Father's Name: Topon Nath
- Mother's Name: Rupali Rani Nath
- Date of Birth: 13th April 2002
- National ID No: 8267377730
- **Permanent Address:** Boktar Dokan, kalapania, sandwip
- Marital Status: Unmarried
- Nationality: Bangladeshi
- Gender: Male
- Religion: Hinduism
- **Current Location:** Gora-mara, Kumira, Chattogram, BD

## REFERENCE

MD. ABDUL AL MAMUN  
KSRM Steel Plant Ltd.  
Deputy Manager (HR & ADMIN)  
Mobile No: 01929921748  
Relation : Professional

MD. ZAHIR AHAMED  
KSRM Steel Plant Ltd.  
Manager (Accounts & Finance)  
Mobile No: 01929921545  
Relation : Professional

## Declaration

I hereby declare that all the information provided above is true and accurate to the best of my knowledge.