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Email:

aKabirProcurement@hotmail.com

[LinkedI](https://www.linkedin.com/in/sm-alamgir-kabir/)

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Professional Profile



With over 15 years of dedicated Procurement Management experience in the Garments, Textile, Spinning & Polymer Industry, I have consistently demonstrated a strong aptitude for negotiation, securing an average 15% discount from suppliers. In my role, I successfully led a team of 27 staff members, overseeing various functions.

I played a pivotal role in the relationship and procurement management for 11 factories and a corporate office, managing relationships with 500+ suppliers, 2,000+ brands, and approximately 0.1 million individual SKUs. Effectively handling a monthly procurement budget of BDT 30 Crore, I navigated procurement challenges without compromising on quality.

One of my notable achievements includes implementing an innovative template using Excel Power Query, Power Pivot, Power BI and VBA, resulting in a remarkable 30% increase in work efficiency. This initiative not only facilitated better control over expenditure but also contributed to strategic decision-making and the generation of dynamic reports.

My expertise extends across various domains, including procurement management, supply chain management, vendor management, quality management, inventory management, and spend management. I am adept at researching market demands and coordinating activities to ensure minimal delays in the procurement process.

My unwavering dedication to service excellence has been recognized through numerous awards for consistently delivering exceptional results. As a seasoned procurement manager, I bring a wealth of experience and a proven track record of driving operational efficiency and cost-effectiveness in diverse procurement environments.

Renowned for flexibility and reliability, I exceed job expectations with minimal supervision. Ready to bring this expertise to drive efficiency and success in new challenges.

# Core Skills

|  |  |  |
| --- | --- | --- |
| * Project Management | * Negotiation Skills | * Presentation Skills |
| * Purchasing Management | * Budgeting & Bidding | * ERP Oracle-EBS (P2P) |
| * Supply Chain Management | * Continuous Improvement | * Advanced Excel & VBA |
| * Vendor/Supplier Management | * Business Process Management | * Procedure Implementation |
|  |  |  |

# Career Summary

**Paragon Group**

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**th**

**Aug. 2020**

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**Present.**



Paragon Group is one of the leading Agro-based companies in Bangladesh which is started in 1993. Paragon Group producing - Broiler & layer parent chicks. - Commercial Broiler & Layer Chicks. - Animal & Fish-Shrimp Feed. - Consumer Foods. - Organic Fertilizer. - Bio-Electricity. - PP Woven Bags. - Solar Panels. - Poultry Care Services.

**Procurement Manager, Reporting to Director.** ᴜᴛʟɪɴᴇ:

Spearheading strategic planning, organization, and management of a central facility to procure raw materials, machinery consumables, and contracts, emphasizing optimal pricing and top-tier quality standards.

**Key Responsibilities:**



* Implemented new procedures and policies resulting in significant cost reduction.
* Led daily purchasing operations, managing both the purchasing and inventory teams.
* Conducted in-depth analysis of monthly reports and efficiently administered contracts.
* Developed and implemented a comprehensive procurement plan aligned with product delivery schedules.
* Conducted thorough research and evaluation of suppliers, negotiated contracts, and monitored their performance.
* Fostered effective communication and collaboration with vendors, creating inventory forecasts, and optimizing profit maximization processes.

**Key Achievements:**

* Boosted profit margins by 15% and achieved a remarkable 37% reduction in expenses.
* Demonstrated efficient customer issue resolution, addressing 95% of all concerns within the specified timeframe of 1 hour.
* Successfully secured and saved 37% in spare parts costs through the strategic introduction of new suppliers.

[**New Asia Group,**](https://www.newasiabd.com/) **Tejgaon, Dhaka, Bangladesh, 15th April 2007 – 31st Dec. 2019.** The New Asia Group is comprised of six individual entities that form a vertically integrated apparel manufacturing organization.

**Procurement Manager (Head of Local Procurement), Reporting to Director, Jan. 2018 – Dec. 2019.** 𝗢ᴜᴛʟɪɴᴇ:

Led the procurement department overseeing forecasting and inventory management, supporting the organization's average annual revenue of $200 million with a sustained 35% annual growth rate.

𝗞ᴇʏ 𝗥ᴇ𝘀ᴘᴏɴ𝘀ɪʙɪʟɪᴛɪᴇ𝘀:

* Led and directed a team of 15 professionals, including Assistant Managers, Senior Buyers, Buyers, and Procurement Coordinators.
* Elevated material and product value by enhancing quality and reducing costs through strategic vendor acquisition, global sourcing, and adoption of new manufacturing technologies.
* Managed purchase agreements effectively, ensuring a robust and dynamic vendor/supplier list aligned with the company`s functions and activities.
* Played a pivotal role in the design, development, and periodic refinement of the company`s proprietary ERP forecasting software and algorithms, aiming to boost inventory turnover, minimize costs, and maximize margins.
* Stayed abreast of market conditions through active participation in trade shows, engagement with internal product intelligence specialists, analysis of marketing inputs, perusal of professional publications, and exploration of various resources, providing valuable recommendations.

𝗞ᴇʏ 𝗔ᴄʜɪᴇᴠᴇᴍᴇɴᴛ𝘀:

* **Achieved Cost Efficiency:** Successfully negotiated new rates with suppliers, resulting in an average monthly saving of 10% in supply expenses.
* **Strategic Sourcing Success:** Implemented a strategic sourcing approach for stationery, saving 25% by procuring paper directly from local mills, including Papertech Industries Limited and Meghna Pulp & Paper Mills Ltd.
* **Proven Leadership:** Demonstrated dedication to service, earning multiple promotions from Purchase Coordinator to Manager due to consistent performance and strong leadership capabilities.

**Deputy Manager, Reporting to General Manager (SCM), Jun. 2015 – Dec. 2017.**

𝗢ᴜᴛʟɪɴᴇ:

Responsible for organizing and maintaining a central facility for the purchase of all goods, services, and contracts on the best price/quality basis. Also ensuring the smooth supply of material, consumables, and equipment to the company.

𝗞ᴇʏ 𝗥ᴇ𝘀ᴘᴏɴ𝘀ɪʙɪʟɪᴛɪᴇ𝘀:

* Managed General PO management and responsible for the initiation of applicable RFQ’s as needed.
* Developed and maintained positive and productive working relationships with other employees and departments.
* Assisted the Purchasing Manager with projects/tasks assigned, acts as a backup to the Manager when he/she is not on-site.
* Data analysis, collection, auditing, reporting, and maintenance for materials, exchange rate, tax rate, and vendors' manufacturing cost to ensure data correct, authentic, timely.

𝗞ᴇʏ 𝗔ᴄʜɪᴇᴠᴇᴍᴇɴᴛ𝘀:

* Negotiated new rates with suppliers saving average BDT 2,00,000 per month in supply spending.
* Eradicated bulk invoice issues (Previously up to 30% of deliveries per month had issues) by working in concert with the finance manager and setting up a system whereby all invoices for bulk were checked by myself to ensure zero disruption due to weight discrepancies.

**Assistant Manager, Reporting to Asst. General Manager (SCM), Feb. 2010 – May. 2015.**

𝗢ᴜᴛʟɪɴᴇ:

Responsible for negotiated optimum pricing and quality, terms, and timely procurement agreements, of Production fasteners and purchased components, to meet the needs of the various division.

𝗞ᴇʏ 𝗥ᴇ𝘀ᴘᴏɴ𝘀ɪʙɪʟɪᴛɪᴇ𝘀:

* Monitors all pending Purchase Requests and Purchase Orders to ensure any delays are kept to a minimum.
* Ensured all purchase order requests are properly completed for approval before a purchase order is prepared and items are purchased.

𝗞ᴇʏ 𝗔ᴄʜɪᴇᴠᴇᴍᴇɴᴛ𝘀:

* Delivered 100% of customer requirements within the specified deadline.
* Increased work efficiency 30% by filling and organizing important documents.
* Negotiated new rates with suppliers saving an average of 3% per month in supply spending.

**Purchase Coordinator, Reporting to Purchase Manager, (Procurement Department), Apr. 2007 – Jan. 2010.**

𝗢ᴜᴛʟɪɴᴇ:

Responsible for providing assistance to project warehouse staff, material sourcing, material purchasing, and technical support, vendor relations. Processing the purchase orders by liaising & actively negotiating with vendors and end-users.

𝗞ᴇʏ 𝗥ᴇ𝘀ᴘᴏɴ𝘀ɪʙɪʟɪᴛɪᴇ𝘀:

* Created and managed the Purchase Orders (POs).
* Created tenders for individual requisitions & successfully made key decisions based on quotations & quality issues.
* Supervised and managed key operations of the Purchasing & Contracts department in the field of Engineering materials & services.

𝗞ᴇʏ 𝗔ᴄʜɪᴇᴠᴇᴍᴇɴᴛ𝘀:

* Delivered 100% of customer requirements within the specified deadline.
* Successfully met all projects timelines and customer requirements with a spend reduction of 5%

[**APC Pharmaceuticals Limited,**](http://apcpharmabd.com/) **Khulna, Bangladesh, Feb. 2003 to Mar. 2007.** The APC Pharmaceuticals Limited is a leading Pharmaceuticals Company that produces various types of dosage forms which includes tablet, capsule, and liquid dry syrup.

**Executive, Admin, Reporting to General Manager, Production Department,**

𝗢ᴜᴛʟɪɴᴇ:

Responsible for prepared reports for a wide variety of company departments, such as production, laboratory, and human resources, using the entire Microsoft Office Suite.

𝗞ᴇʏ 𝗥ᴇ𝘀ᴘᴏɴ𝘀ɪʙɪʟɪᴛɪᴇ𝘀:

* Prepared and edited letters, reports, memos, and emails.
* Maintained employee files and timesheets verification for external personnel.
* Prepared reports for a wide variety of company departments, such as production, laboratory testing report and human resources, using the entire MS Excel, MS Word & MS Power Point.

𝗞ᴇʏ 𝗔ᴄʜɪᴇᴠᴇᴍᴇɴᴛ𝘀:

* Provided backup support to other departments, which was highly admired by the General Manager.
* Provided exceptional support to managers and co-workers, hence increased the overall efficiency by 40%.

# Education & Qualification

* Executive Masters of Administration in Finance (Enroll), CGPA : 3.83 [Bangladesh University.](http://www.bu.edu.bd/)
* Master of Social Science (MSS) in Political Science (2009), 2nd Class  [National University.](http://www.nubd.info/)
* Bachelor of Social Science (BSS) in Humanities Group (2000), 2nd Division  [National University.](http://www.nubd.info/)
* Higher Secondary Certificate in Humanities Group (1998), 2nd Division  Board of Intermediate and Secondary Education, Jashore.



* Secondary School Certificate in Social Science Group (1996), 2nd Division Board of Intermediate and Secondary Education, Jashore.

# Training Details

* Certificate course on Value Added Tax, Conducted by Md. Abdul Kafi (2015), [The Vat Solution.](https://www.facebook.com/pg/thevatsolutions/about/)



* Certificate course on Microsoft Office – 2013 (2015), [New Horizons Computer Learning Centers.](https://dhaka.newhorizons.com/)  Certificate course on Fixed Assets & Procurement Management for Professionals (2015),  [Business Express.](http://businessexpress24.com/)

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