

**ABU RUSHED MOTIN UDDIN**

**Address: 247, North Goran, Shipahibagh, Khilgoan,**

**Police Station: Khilgoan, District: Dhaka- 1219.**

**Cell: 01992716326**

**e-mail:** [**motin.uddin@smknitwear.com**](mailto:motin.uddin@smknitwear.com)

**Career Objective:**

**Looking for challenging and rewarding any position in Garments/Textile/Buying House/Research and progressive organization where use my potential mettle and knowledge to make contribution.**

**Career Summery:**

* **I want obtain a prestigious Career in Supply Chain management.**

**Special Qualification :**

* **Computer knowledge, mail corresponding, Honesty, Sincerity and Truthfulness etc.**

**Employment History:**

**Total year of Experience: 11.6 Year(s)**

**1.a .Sr. Purchase Officer (May 20, 2010 – June 30,2014)**

**b. Assistant Manager – (purchase—yarn & chemical) (July 1st 2014 – June 30, 2017)**

**c. Manager- (purchase-yarn + Tech. coordination + MIS) (July 1st 2017 – continue)**

**\*\*\* Plan wise yarn purchase. \*\*\***

**SM Group Of Companies Ltd.**

**Company Location: Gulshan-1, Dhaka.**

**Department: Procurement and Technical Coordination**

**Job Aria:**

1. **Yarn Procurement (Local + Foreign).**
2. **Data Analysis Report.**
3. **Coordinate with Leftover (Grey + Finish) Fabric.**
4. **Additional Yarn Program Follow-up.**
5. **Bulk Yarn Program Follow-up (as per plan).**
6. **Audit for Any Additional Yarn Program.**

**Duties & Responsibilities:**

* **Procurement of stores through indigenous sources as required in accordance with the rules in force.**
* **Checking of requisitions/purchase indents Manual/ERP.**
* **Selection of suppliers for issue of inquiries.**
* **Issuing inquiring/tenders and obtaining quotations.**
* **Analyzing quotations and bids etc., and preparation of comparative statement (quotation chart).**
* **Consultation with the indenter for selection and approval of quotations and with Management.**
* **Issue of purchase order by ERP system.**
* **Follow-up of purchase orders for delivery in due time.**
* **Verification and passing of supplier’s bill to see the payment are promptly.**
* **Maintenance purchase records.**
* **Correspondence and dealing with suppliers, Carriers, etc., regarding shortages,**

**Rejections, etc. reported by the store department.**

* **Maintenance progressive expenditure statement, sub-head wise.**
* **Preparing monthly, half yearly, and yearly statement.**
* **Follow up L/C approval sheet and L/C document.**
* **Report of yarn and fabric to MD and ED (Finance) monthly basis.**
* **Maintaining Ledger with supplier.**

**2. Officer (Accounts & Store) (1st January 2008 to 30th April 2010)**

**Islami Commercial Insurance Co. Ltd.**

* **Company location: Motijheel C/A, Dhaka-1000.**
* **Department : Accounts and Store.**

**Duties / Responsibilities:**

* **To do administrative work.**
* **To prepare salary statement.**
* **Maintaining staff personal file.**

**Dealing with materials supplier of companies’ different project.**

**3. Academic Qualification:--**

**\* S.S.C (Science) – Dhaka Board- 1987**

**\* H.S.C (Science) – Dhaka Board- 1990**

**\* BSc Hon’s MSc (Statistics)---- DU.- 1996**

**Career and Application Information:**

* **Looking for: Management level job**
* **Available for: Full Time**
* **Expected Salary: TK. 80,000**
* **Preferred Location: Dhaka, Gazipur, Saver, Narayanganj.**
* **Preferred Organization Type’s: Textile/Garments, Buying House, ETC.**

**Specialization:**

* **Motivation or convince the people, Planning, Evaluation and Control, Technical report writing.**

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Language*** | ***Reading*** | ***Writing*** | ***Speaking*** |
| ***Bangla*** | ***High*** | ***High*** | ***High*** |
| ***English*** | ***High*** | ***High*** | ***Medium*** |

**Personal Details:**

* **Father’s name: Moin Uddin Ahmed**
* **Mother’s name: Late Rawshon Ara Ahmed**
* **Date of birth: February 20, 1972**
* **Gender: Male**
* **Marital status: Married**
* **Nationality: Bangladeshi**
* **Religion: Islam**

**Permanent address: 156, North Bashabo, Khilgoan, Dhaka- 1219**

**Current location: Dhaka.**

**Reference (s) :**

**Reference: 01 Reference: 02**

**Name: Md. Abdus Sabur. Name: Md. Habibur Rahman**

**S M Group of Companies Ltd. S M Group of Companies Ltd.**

**AGM (Procurement) Deputy Manager (procurement)**

**House – SE 4, Road – 137, House – SE 4, Road – 137, Gulshan-01, Dhaka. Gulshan-01, Dhaka.**

**Mobile: 01678016515 Mobile: 01678030731**

**Mail:** [**sabur@smknitwear.com**](mailto:sabur@smknitwear.com) **Mail: habib@smknitwear.com**