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| RASEL AHMED | **empty** |  |
| Address: Vill: East Archipur, Post: Monnogar, Thana: Tongi, District: -1710 |
| Mobile No 1: 01919218058 (Personal Number) |
| Mobile No 2 : 01728699973 (Official Number) |
| E-mail : ahmed.rasel1971@gmail.com, rasel.purchase@mallick-bd.com |

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| **Career Objective:** |
| Looking for challenging and rewarding any position in Financial Institute / Textile / Garments / Buying House / Telecommunication / Marketing / Research and progressive organization where use my potential mettle and knowledge to make contribution. |

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| **Career Summary:** |
| To serve in an organization where i can show my competencies an creativity an have a chance to work higher management authority. |

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| **Special Qualification:** |
| Have an experience to work in a reputed company in purchase department more than 9.8 years. |

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| **Employment History:** | |
| **Total Year of Experience :** 9.8 Year(s)  1. **Asst. Manager Purchase Department ( November 1, 2018- Continue)**  **ENCORE GROUP**  **Mallick Fabrics Limited**  Factory Location : Noyapara, Kashimpur, Konabari, Gazipur.  Head Office Location : House #43, Road # 38,Sector # 7, Uttara, Dhaka-1730  **Duties / Responsibilities :**  Purchase &Procurement of stores through indigenous sources as required in accordance with the rules in force.  Checking of requisitions / purchase indents Manual & EPR.  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 Indentor for selection and approval of quotations and with Account Officer for pre- Audit.  Issue of Purchase Order by ERP system.  Follow-up of purchase orders for delivery in due time.  Verification and passing of suppliers bills to see that payment are promptly.  Correspondence & dealing with suppliers, carriers etc, regarding shortages, rejections, etc. reported by the store department, Maintenance Purchase Records.  Maintenance progressive expenditure statement, sub-head wise.  Preparing Monthly, Half Yearly & Yearly Statement, Preparing L/C Approval Sheet & L/C Document, Report of every month cost, MD & FC Monthly basis.  Maintaining Ledger with supplier, | |
| 2. | **Sr. Officer then Asst. Manager (Purchase Department) ( June 18, 2016 – October 30 , 2018)** |
|  | **Keya Group Of Companies**  Company Location : Journ ,Konabari, Kasempur, Gazipur  Department: Purchase Department  **Duties/Responsibilities:**  Purchase &Procurement of stores through indigenous sources as required in accordance with the rules in force.  Checking of requisitions / purchase indents Manual & EPR.  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 Indentor for selection and approval of quotations and with Account Officer for pre- Audit.  Issue of Purchase Order by ERP system.  Follow-up of purchase orders for delivery in due time.  Verification and passing of suppliers bills to see that payment are promptly.  Correspondence & dealing with suppliers, carriers etc, regarding shortages, rejections, etc. reported by the store department, Maintenance Purchase Records.  Maintenance progressive expenditure statement, sub-head wise.  Preparing Monthly, Half Yearly & Yearly Statement, Preparing L/C Approval Sheet & L/C Document, Report of every month cost, MD & FC Monthly basis.  Maintaining Ledger with supplier, |
| 3. | **Sr.Purchase Officer ( November 25, 2010 - June 1, 2016)** |
|  | **SM Group of Company**  Company Location : (SM Tower) House # 14, Road # 02, Sector # 03, Uttara, Dhaka-1230  Department: Purchase Department **Duties/Responsibilities:**  Purchase &Procurement of stores through indigenous sources as required in accordance with the rules in force. Checking of requisitions / purchase indents Manual & EPR. 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 Indentor for selection and approval of quotations and with Account Officer for pre- Audit. Issue of Purchase Order by ERP system. Follow-up of purchase orders for delivery in due time. Verification and passing of suppliers bills to see that payment are promptly. Correspondence & dealing with suppliers, carriers etc, regarding shortages, rejections, etc. reported by the store department,  Maintenance Purchase Records. Maintenance progressive expenditure statement, sub-head wise. Preparing Monthly, Half Yearly & Yearly Statement, Preparing L/C Approval Sheet & L/C Document, Report of every month cost, MD & FC Monthly basis. Maintaining Ledger with supplier, |

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| academic table |
| **Academic Qualification:** |
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| **Exam Title** | **Concentration / Major** | **Institute** | **Result** | **Pas.Year** | **Duration** |
| Master of Social Science (MSS) | Masters of Social Science | National University | Second Class, Marks :50% | 2015 | 2 |
| B. S.S | Bachelor of Social Science | National University | Second Class, Marks :50% | 2012 | 3 |
| HSC | Humanities | Tongi. Govt College | CGPA:2.7 out of 5 | 2006 | 2 |
| SSC | Humanities | J A Chowdhury High School | CGPA:2.5 out of 5 | 2003 | 2 |

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| training table |
| **training table** |

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| training table |
| **Training Summary:** |
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| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Course Completion Certificate | MS Word, Excel, Power Point, Access, Publisher And internet | Agami Multimedia | Bangladesh | Tongi Pailot School Super Market, Gaziapur-1710 | 2011 | Six Months |

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| Career and Application Information table |
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| Career and Application Information table |
| **Career and Application Information:** |
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| Preferred Job Category | : | Commercial/Supply Chain, Garments/Textile |
| Looking For | : | Mid Level Job |
| Available For | : | Full Time |
| Present Salary | : | Tk. 42,000.00 |
| Expected Salary | : | Tk. 45,000.00 |
| Preferred District | : | Dhaka, Gazipur |

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| Specialization table |
| **Specialization table** |

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| Specialization table |
| **Specialization:** |
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| Have an experience to work in a reputed company in purchase department more than 9.8 years.  To understand the demanded materials & users specific requirement I have to visit factory to order appropriate material.  Monthly or summary budget is to be made for fund approval to purchase materials.  At present my purchase sector included the following items :  1. Electrical (Local Market Nawabpur) Nine Years Eight Months Experience.  2. Mechanical Local Market nawabpur) Nine Years Eight Months Experience.  3. Days Chemical. (Basic & Auxiliary)  4.Yarn.  5. Dyeing & Finishing Machinery : (Bruckner Stenter Machine, Luffer Compactor Machine, Ferraro Compactor Machine, Carino Slitting Machine, Fong’s Dyeing Machine, Thise Dyeing Machine, Binnco Slitting Machine, AK Dying Machine, Selavos Dying Machine, Then Dying Machine, Dilminler Dying Machine, PMM Dying Machine, Tube Tex machine, Heng Cheng Dryer Machine, Raising Machine, Shearing Machine, etc)  6. Knitting Machine : (Lisky Knitting Machine, Vangurad Knitting Machine, Junglong Knitting Machine, Fukuhara Knitting Machine, Pailong Knitting Machine, Fukuhama Knitting Machine, Mitsuha Knitting Machine, Shima sheki Knitting Machine, Jy ley Knitting Machine, Falmac Knitting Machine etc.)  7. Sewing Machine : (Paggsus Sewing Machine, Brother Sewing Machine, Juki Sewing Machine, Zoji Sewing Machine, Kansai Sewing Machine, Yahmoto Sewing Machine, JMC Sewing Machine etc.)  8. Auto Cutting Machine : (Lectra Auto Cutting Machine, EMA Auto Cutting Machine, Gerber Auto Cutting, KM Cutter machine etc). 9. Plotter Marker Printing Machine : (TKT Brain power plotter, Alys Plotter, Algotex Plotter, Ioline Plotter etc.)  10. Embroidery Machine : (Jentel embroidery machine, MPI embroidery machine, Tajima CN embroidery machine, Autowin embroidery machine, Zhany embroidery machine etc.)  11. Construction : (Rod, Cement, Bricks, Ceramics Bricks, Tiles, Bamboo, Angel, Building Chemical, Paint, Tools, electrical goods, fire door, glass, fire pump, elevator, lift etc.)  12. Printing Machinery & chemical : M & R printing machine, Jupiter Heat press octopas printing machine, Heat press printing table etc.)  13. ETP : (Ion water treatment plant, simon water treatment plant etc.)  14. Boiler Section : ( Lose Boiler, Kukrun Boiler, BSB Boiler,Boss Boiler, Lung Chuan Boiler, Huayuan Exhust Gas Boiler, Thermax Heat Exhaust Gas Boiler etc.)  15. Compressor Machine : (Bogge Compressor, Ir Igersoel Compressor, Atlas Capco, Bumatec compressor, Kaizer Compressor, Dalgakiran compressor etc.)  16. Generator Machin : (Bangla cat gas generator, Waukesha gas generator, perkins gsa generator, Gems beakcher gas generator etc.) |

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| Language Proficiency table |
| **Language Proficiency:** |
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| **Language** | **Reading** | **Writing** | **Speaking** |
| Bengali | High | High | High |
| English | High | High | Medium |

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| Personal Details table |
| **Personal Details table** |

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| Personal Details table |
| **Personal Details :** |
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| Father's Name | : | Md. Hossain Ali Molla |
| Mother's Name | : | Mrs. Abeka Begum |
| Date of Birth | : | January 1, 1989 |
| Gender | : | Male |
| Marital Status | : | Married |
| Nationality | : | Bangladeshi |
| National Id No. | : | 3323017417924 |
| Religion | : | Islam |
| Permanent Address | : | Vill: Bawoisona, Post : Bawoisona, Thana : Naragati, Dist : Narail, |
| Current Location | : | Gazipur |

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| Reference table |
| **Reference (s):** |
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| **empty** | | **Reference: 01** | **Reference: 02** |
| Name | : | Md. Hasan Mahmud | Md. Rezaul Karim Reza |
| Organization | : | SM Group of Companies Ltd. | Keya Group |
| Designation | : | GM (HR & Admin) | Sr.GM Supply Chain |
| Address | : | House #14, Road #2, Sector -3 | Corporate Office : Navana Tower Gulshan 1, 14th floor Keya Group. |
| Phone (Off.) | : | 02-8931250 | 02-9896973 |
| Mobile | : | 01617143630 | 01713-333929 |
| E-Mail | : | Hasan.hr-admin@smknitwear.com | rezaul@keya-bd.com |
| Relation | : | Professional | Professional |
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