

# SADIA AFROSE

SUPPLY CHAIN MANAGER



## CONTACTS

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262/4 & 262/4/1, Sony Leguna, F#A-5,  
West Agargaon, Sher E Bangla Nagar,  
Dhaka-1217

## Proficiencies:

- Almost **ten years** practicing on SCM in automobiles industries & consistently reducing cost & increasing quality of materials & services.
- Specialize of using Software base Inventory Management system (Winsoft, Tally & IFS)
- Capable of thriving under high pressure working environment to achieve uphill goals.
- Team management
- Technical understanding
- Cost accounting skills
- Ability to understand financial statements
- Understanding of e-business / e-procurement systems
- Troubleshooting, problem solving
- Business ethics
- Understanding of the legal issues involved in managing contracts

## CAREER OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and fine management skills with a growing company to achieve optimum utilization of its resources and maximum profits. Committed to delivering the best effort in an effective way by utilizing time, work experiences, skills, and patients.

## CAREER SUMMARY

**Total year of experience:** (10 Years)

- Started career on 12<sup>th</sup> Feb'12 as an Executive at RUNNER Automobiles Ltd. Parts division & worked for procurement for one & half year & achieved vibrant knowledge on-demand planning, resource development from local & international market.
- Promoted as Senior Executive on 1<sup>st</sup> Jan'14 at Parts division & Worked for three years accomplishing the expertise of yearly budget plan, procurement, inventory management & team management.
- Promoted as Assistant Manager on 1<sup>st</sup> Jan'17 at Supply Chain Department at RUNNER Automobiles Ltd. & continue working on resource & POSM development, ABP, inventory management, distribution, SCM technological up-gradation, etc. through team management.

## EMPLOYMENT HISTORY

### RUNNER AUTOMOBILES LTD.



Assistant Manager- Supply Chain / 2018 – Till date

- Preparing Annual Business Plan (ABP) and monitoring monthly MIS Compare with ABP.
- Preparing and implementation of SCM (Sourcing & Procurement, Planning and Logistics) strategies, SOPs and KPIs.

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## SUPPLY CHAIN MANAGER

### CERTIFICATION

- Modular Learning System in Supply Chain Management (DIPLOMA COURSE) (Running)  
Dhaka Chamber of Commerce (DCCI)
- Supply Chain Management  
Bangladesh Institute Management (BIM)
- Inventory & Store Management  
RUNNER GROUP
- Computer Fundamental & MS Office 2000  
APTECH Computer Education

### EDUCATION

- BSC Engineering (Electrical & Electronic)**  
The University of Asia Pacific  
2010
- HSC (Science)**  
B.C.I.C Collage  
2005
- SSC (Science)**  
Bashir Uddin ideal high school  
2002

### LANGUAGE PROFECIENCY

- English (Both Speaking & Writing)
- Hindi (Only Speaking)

### COMPUTER LITERACY

- Sound in Microsoft word, excel & power point presentation.

- Communicating and negotiating with International Principals (India, and China) regarding product positioning, pricing, product development, and timely procurement (requisition, PI, and LC processing).
- Depending on factory stock we execute Local procurement such as collecting quotations, preparing comparative statements & finally issuing purchase orders by getting approval from management & negotiating with the supplier.
- Supplier selection, development & performance evaluation to ensure sustainable sourcing.
- Train up team members to operate and understand the SCM system software (Tally, IFS, Winsoft )
- Supervising & guide spare parts team to Ensure Spare parts availability by Maintaining Proper Inventory vs. Sales ratio (MOS= Month of Sales) and standard parts supply ratio.
- Ensure procurement cost-saving and optimized procurement initiatives in order to support the business growth.
- To manage the inventory levels for finished goods and raw materials.
- Time to time visit t Valuka factory for work purpose



### RUNNER AUTOMOBILES LTD.

Sr. Executive - Supply Chain Dept. (2015-2017)

- Determining the most appropriate ways for goods and products to be distributed to the relevant customers and buyers across the country
- Using specialist computer programming to track all shipments to ensure they arrive on time and dealing with any delays in a professional manner
- Work with a variety of departments, including Sales and Procurement, to select the most appropriate products suitable for the clients.
- Producing and presenting performance reports to Senior Management
- Developing and implementing supply chain related policies and procedures
- Complying with all the relevant government and environmental regulations
- Ensuring that all staff adhere to strict Health and Safety policies whilst working
- Managing all contracts with the buyers and third-party contractors

# SADIA AFROSE

## SUPPLY CHAIN MANAGER

### PERSONAL DETAILS

Marital Status : Married  
Date of Birth : 20/10/1987  
Place of Birth : Dhaka  
Fathers Name : Md. Abdullah Al Masud  
Mothers Name : Saleha Khatun  
Children : 02  
P-Address : 262/4, 262/4/1, Sonny Laguna, F#A-5, West Agargaon, Sher-e-Bangla Nagar, Dhaka

### EXTRA CURRICULAR ACTIVITIES

- Master of Ceremony **(MC)** at all dealer conference & annual general meeting
- Soft skill development trainer (MS office)

### REFERENCE

**Sharmin Afrose**  
Manager, Supply Chain  
RUNNER AUTOMOBILES LTD  
Mob No: 01778065570

**Syed Mohammed Sibgat Ullah**  
Head of Supply Chain  
Shanta Holdings Limited  
Mob No: 01711541840  
01730324956

### RUNNER Automobiles Service Dept. Executive – (2012 to 2014)



- Participate in the design and implementation of new ERP system and optimize its use.
- Confer with supply chain planners to forecast demand or create supply plans that ensure availability of materials or products.
- Monitor delivery schedule and analyze logistics problems, develop new solution for uninterrupted supply of customer's order.
- Prepare different reports & statistical data on product distribution planning, product demand projection & product lifting variance.
- Perform any other assigned jobs related to SCM operation as directed by GM, SCM from time to time.
- Ensure optimum utilization of resources.
- Continuously monitoring, evaluating, and improving supplier performance for better services.
- Overseas Correspondence.
- Provide all types of daily and monthly reports to the supervisor.

### CAREER & APPLICATION INFORMATION:

Looking for	: Mid-Level Job
Available for	: Full Time
Present Salary	: BDT 42,000 + 8000 (Packet money)
Current Job Location	: Dhaka
Expected Salary	: BDT 80,000/
Preferred Job	: SCM

I do hereby confirm that all the above information is authentic and true to the best of my knowledge.

SIGNATURE: