






SK. YEASIN

(Procurement Executive)

CAREER OBJECTIVE

Remarkably focused and experienced procurement executive capable of bringing multiple supply chain projects to completion with complete cost effectiveness and accuracy. Want to track an answerable role in Procurement and supply chain where experiences, skills and knowledge will be fully utilized.

CONTACT INFORMATION

 House # 01, Road # 02, Sector # 11,
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AREA OF EXPERTISE

- Procurement and supply chain
- Project Management
- People Management
- Time Management
- Cost Analysis
- Forecasting
- Inventory
- Sales
- Marketing

WORK EXPERIENCE

☑ Tata Motors Limited.

Position: Procurement Executive

Duration: From November 2017 to Present

Department: Supply Chain

Responsibilities:

- Continuous meet and interact with vendors & suppliers for best pricing materials.
- Responsible for negotiating the best deal for pricing and supply contracts.
- Analyzing PR (Purchase Requisitions), Preparing CS (Comparative Statement) and Issuing of PO (Purchase Orders).
- Executing vendor agreement and following it up till final delivery.
- Demand Management & Planning of inventory Management.
- Responsible for Collecting offer from supplier for major raw materials.
- Price negotiation with suppliers of raw material.
- Check & verify supplier price of spot & regular purchase.
- Establishing solid base of suppliers, vendors & service providers for supplies based on price, quality, support, capacity and reliability.
- Strictly follow procure to pay cycle and 3-way match of PO, Invoice and Good Receiving.
- Preparing invoice of all sales vehicle, receivable statement and ageing.
- Directing & monitoring related team members.

☑ Akij Corporation Limited (Dhaka Tobacco Industries and Japan Tobacco industries)

Position: Territory officer& Trade Marketing Specialist

Duration: From April 2017 to September 2017.

Achievements:

- Boosted up to 20% sales by doing trade marketing activities like branding, merchandising, monitoring, counselling and so on.
- Helped my team to achieve second position in Rajshahi zone.

Responsibilities:

- Regular market visits frequently to find out the strength and weakness of sales and take action on it through branding of product with potential consumers, merchandising of product and do trade marketing with retailers.
- Made sales plan, route analysis and set up target sales plan.
- Daily monitor the activities of SR (Sales representative), BR (Brand representative), CM (Company merchandiser), BSA (Brand activation supervisor), CMS (Company merchandising supervisor), RSS (Retail sales supervisor).

PERSONAL SKILLS

- Ability to work under challenging and stressed conditions
- A co-operative, Patient, Reliable & Proactive team player
- Organized & self-motivated.
- Conscious about time management
- Good communication and interpersonal skill

SOFTWARE SKILLS

- MS Word
- MS Excel
- MS PowerPoint

LANGUAGES SKILL

- Highly proficient in listening, speaking, reading & writing in Bengali & English.

INTERNSHIP EXPERIENCE

Texgen Group

Department: Finance & Merchandising Department

Position: Intern

Duration: From 26th December, 2016 -to 7th April, 2017.

EDUCATION QUALIFICATION

- **Masters of Business Administration (MBA) in Management** from North South University with CGPA 3.15 out of 4.00 in 2020.
- **Bachelor of Business Administration (BBA) in Finance and Accounting** from North South University with CGPA 2.84 out of 4.00 in 2017.
- **Higher Secondary Certificate (HSC) in Science** from Govt. Science College, Dhaka in 2011 with GPA 4.40 out of 5.
- **Secondary School Certificate (SSC) in Science** from Tamai M.L High School, Sirajgonj, Rajshahi in 2009 with GPA 5 out of 5.

EXTRA-CURRICULAR ACTIVITIES

- General member of NSU Sports Club.
- Organizer of TPLT10 (www.facebook.com/groups/tpl.ccs) a Regional Cricket League 2015.

ACHIEVEMENTS

- Achieved Certificate for participating in 'Hat Bazar'. The Biggest Entrepreneurship Simulation of the Nation organized by School of Business and Economics and Career & Placement Center (CPC) of North South University in 2015.
- Getting rewarded by Law Department of NSU for the acting of a short film of "Let's Stop Littering in Public Place."

REFERENCES

MD. Saifuzzaman

Area Manager
United Tobacco Industries.
Contact: 01776509980

Md. Mofassel Hossain

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North South University.
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