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SUPPLY CHAIN MANAGER

SADIA AFROSE

CONTACTS

☎ PHONE:

01913758402

In

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.



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.

CAREER SUMMARY

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

* Started career on 12th 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 1st 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 1st 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.

**@** EMAIL:

eng.sadiaafrose@gmail.com

**@** ADDRESS:

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 (Win-soft, 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



* 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
* Monitoring and analyzing the overall performance of the distribution team
* Supporting recruitment with the selection process of new members of staff and offering training and support to new members of the team

SADIA AFROSE

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.



**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:

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

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