

IMON RAY

Supply Chain Enthusiast

Dedicated individual with technical educational background and professional experience in the business sector who wants to devote his academic, co-curricular, and scholastic aptitude to create value for the organization as well as build a significant career in supply chain management.



PROFESSIONAL EXPERIENCE

Sep 2020 – **Executive- Administration & Procurement**

Feb 2021 *Bproperty.com Limited*

(Bangladesh's only online real-estate solutions provider)

- Supervised the day-to-day operations of the administration staff.
- Monitored office supplies and ensured replenishment.
- Maintained petty cash and carried out expense reimbursement.
- Handled limited procurement and vendor account management.
- Sourced suppliers and prepared work orders.
- Prepared monthly transport bill.
- Liaised Procurement unit to complete the procurement activities in time.

Aug 2018– **Officer- Welfare and Compliance**

Sep 2020 *SML Packaging Solutions Bangladesh Ltd.*

(A Hong-Kong based leading garments accessories manufacturing company)

- Maintained liaison with government and non-government agencies, such as DOE, DIFE, FSCD, BERC, BUET, and ICDDR.
- Communicated with factory workers on various issues, acting as a bridge between management and workers.
- Accomplished the implementation of a new payroll system.
- Ensured timely implementation of corrective action plans as per audit requirements.
- Conducted training sessions as per the annual plan and prepared contents and documents.
- Established a staff opinion channel to address employee grievances and suggestions.
- Conducted quarterly risk assessment in the facility and took measures accordingly.
- Assisted employees with group insurance benefit settlements.

Jun 2017 – **Scribe**

Feb 2018 *Augmedix Bangladesh Ltd.*

(A Google Glass-based healthcare service)

- Documented complete information about examinations, treatment plans, lab results, and other details in charts.
- Accompanied doctors throughout the day in a fast-paced, stressful environment.
- Developed advanced proficiency in electronic health record (EHR).
- Navigated the EHR through patient visits in assistance of patient care.

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🏠 H-20, R-30, Sector-7,
Uttara, Dhaka-1230,
Bangladesh

📅 16 June 1992

Tools & Technologies

- **Operating System:**
Windows XP, 7, 8, 10, CentOS
- **MS Office:** Word, Excel, PowerPoint, Outlook
- **Meeting Platforms:**
Skype for Business, MS Teams, Zoom
- **Technical Software:**
Comsol Multiphysics, Pspice, Matlab

Soft Skills

Work Ethic



Teamwork



Adaptability



Communication



Problem Solving



SCHOLASTIC APTITUDE

2021	Master of Business Administration (MBA) Major in Supply Chain Management Bangladesh University of Professionals
2016	BSc. Engg. in Electronics & Communication Engineering Khulna University
2010	Higher Secondary Certificate Notre Dame College, Dhaka
2008	Secondary School Certificate SOS Hermann Gmeiner College, Dhaka

Linguistic Proficiency

English

Bangla

CORE COMPETENCIES

- Strong communication skills
- Multitasking
- Managing deadline
- Team liaison
- Supply chain acumen
- Self-motivation
- Knack for learning
- LC preparation
- Freight forwarding
- Pro-active and hardworking

TRAINING SUMMARY

6 Months	Linux Installation & Server Management Training Academy: Institute of Information & Communication Technology (IICT), KUET
3 Weeks	GSM Mobile Telecommunication Equipment Training conducted by Teletalk Bangladesh Ltd, Khalishpur, Khulna

CERTIFICATIONS

- **ChM006x: Master Control in Supply Chain Management and Logistics**
Credential ID: c0f82e8c6ac34742afd8a011203890a4 | Chalmers University of Technology
- **Supply Chain Management: A Learning Perspective**
Certificate URL: coursera.org/verify/VYH6SY9WDDJ2 | KAIST
- **Introduction to Supply Chain Management**
Code: J7Ctqwduli | ITC SME Trade Academy
- **Introduction to International Transport and Logistics**
Code: wiRfMVj118 | ITC SME Trade Academy
- **Supply Chain Fundamentals: Understanding the Basics**
Certificate URL: ude.my/UC-4d56c9aa-bf40-4afc-88d8-0744a760681e | Udemy
- **Supply Chain: Planning of Resources & Detailed Planning**
Certificate URL: ude.my/UC-58996863-dd17-4757-ab82-ae1cf12e80b6 | Udemy

COCURRICULAR ACTIVITIES

- Awarded a weeklong trip to Sweden on winning the Sweden-Bangladesh Nobel Memorial Quiz 2015, organized by the Embassy of Sweden, Dhaka.
- Participated as a delegate in 'Dhaka University National Model United Nation, DUNMUN-2014' on 21-24 June 2014, organized by the University of Dhaka.

RECOGNITIONS

- Recognized for the valuable contribution to the "Alliance Remediation Project 2018" at SML Packaging Solutions Bangladesh Limited.

REFERENCES

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| ▪ Md. Tanvir Hasan
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