

MD. SAIFUL ISLAM

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Career Objective:

Looking for a procurement analyst or Assistant Manager position at MNC or local group of company where I can use my vendor selection, Vendor Management, Purchase, vendor comparison analysis, demand management, financial analysis for SQU, Foreign procurement

Career Summary:

Organized supply chain professional with 8+ years of experience in Procurement, Vendor Management, Purchase, Export and Import for largest MNC logistics, Telecommunication & RMG company of Bangladesh. Also working 4 years in Supply chain management company, and 2 years in C&F, Freight forwarding company and 2 years RMG group of company in directly monitor client. Successfully R&D for optimize 20% procurement cost and new vendor capacity development.

Special Qualification:

I am capable to sourcing any kinds of product from local or foreign market, contract management, Vendor grading and analysis â€œ Potential supplier identificationâ€œ Procurement planning â€œ Demand Forecasting â€œ Purchasing & Distribution .

Employment History:

Total Year of Experience : 6.7 Year(s)

1. Sr. Officer Procurement (December 22, 2018 - Continuing)

Meiao Bulk Bag Ltd.

Company Location : Barpa, Narayanganj

Department: Supply Chain Management

Duties/Responsibilities:

1. Procure all required goods and services for all user departments within the budgeted amount.
2. Sourcing of goods, Vendor Enlistment.
3. Assuring quality & on time delivery of required goods raw materials, packaging materials, spares etc & services
4. Maintain database for procured goods.
5. Maintain liaison with all user departments & organize their requirements on time.
6. Manage database for procured goods & services and process bills through proper documentation
7. Research and evaluate potential vendors and suppliers.
8. Research and evaluate potential vendors and suppliers.
9. Negotiate appropriate contracts for pricing and supply
10. Examine and review products and supplies to ensure quality
11. Track incoming inventory, delivery arrival time, and note actual arrival time
12. Organize and update database of suppliers, delivery times, invoices, and quantity of supplies.
13. Prepare LC document and other relevant document for purchase from international market.

2. Procurement specialist (January 1, 2017 - December 21, 2018)

Infofort Bangladesh (SBU of Expo Group Bangladesh)

Company Location : Tejghon, Dhaka

Department: Supply Chain Management

Duties/Responsibilities:

- 1) Procure all required goods and services for all user departments within the budgeted amount.
- 2) Sourcing of goods, Vendor Enlistment.
- 3) Assuring quality & on-time delivery of required goods (raw materials, packaging materials, spares etc) & services
- 4) Maintain database for procured goods.
- 5) Maintain liaison with all user departments & organize their requirements on time.
- 6) Manage database for procured goods & services and process bills through proper documentation
- 7) Research and evaluate potential vendors and suppliers.
- 8) Research and evaluate potential vendors and suppliers.
- 9) Negotiate appropriate contracts for pricing and supply
- 10) Examine and review products and supplies to ensure quality
- 11) Track incoming inventory, delivery arrival time, and note actual arrival time
- 12) Organize and update database of suppliers, delivery times, invoices, and quantity of supplies.
- 13) Prepare LC document and other relevant document for purchase from international market.

3. Executive Procurement (April 1, 2013 - December 31, 2016)**Step One Group**

Company Location : Gulshan-1

Department: Supply Chain Management

Duties/Responsibilities:

- 1) Sourcing machine and material for telecommunication construction and maintenance.
- 2) Material requisition schedule preparation.
- 3) Comparative statement preparation.
- 4) Purchase order/Work order preparation.
- 5) Purchase bill prepare & checking for payment.
- 6) Vendor /Supplier list preparation & evaluation.
- 7) Monthly statement preparation.
- 8) Collect PI & follow up L/C

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	International Business	University of Dhaka	Appeared	2019	2
Bachelor of Business Administration (BBA)	Finance	National University	CGPA:2.76 out of 4	2014	4
Post Graduate Diploma (PGD)	Supply Chain Management	ISCEA Bangladesh [Foreign Institute]	CGPA:3.7 out of 4	2019	6 Month
HSC	Business Studies	Nawab Faizunesa Govt. College	CGPA:4.2 out of 5	2007	2
SSC	Science	Norpati High School	CGPA:2.81 out of 5	2005	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Export Import Procedure for C&F Business	All kinds of C&F activity , Customs duty and	Export Import Training Bangladesh (Uttara)	Bangladesh	Uttara	2017	3 days
Export & Import Banking activity and UCP rule and regulation	Export & Import	Training Bangladesh	Bangladesh	Gulshan	2017	1 days
Key Leadership Technique	Leadership	Prothom Alo Insh	Bangladesh	Kawran Bazar	2012	1 days

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Inspiring The Future Mind	Marketing for future	Bangladesh Band Forum	Bangladesh		2012	1 days
Business Plan For Success	Business plan preparation	Prothom alo Jobs	Bangladesh	Kawran Bazar	2011	1 days

Professional Qualification:

Certification	Institute	Location	From	To
Banking, L/C, Customs & Shipping Procedure for Export Import Business	Bd Jobs Training	Kawran Bazar	November 23, 2017	January 10, 2018
PMP(Project Management Professional) Exam preparation Course	Bd jobs Training	Kawran Bazar	August 4, 2012	September 1, 2012
Certificate Of Graphic Design	Islam Computer Training Center	Shahjadpur, Gulshan	March 10, 2008	January 10, 2009

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 40000
 Expected Salary : Tk. 50000
 Preferred Job Category : Commercial/Supply Chain, Garments/Textile, IT/Telecommunication
 Preferred District : Dhaka
 Preferred Country : Australia, Canada, United States
 Preferred Organization Types : Multinational Companies, Garments, Buying House

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> Supply Chain Purchase/ Procurement International/ Export Marketing Export/ Import through L/C

Extra Curricular Activities:

- 1) I am Founder of Human Development Aid Foundation(We work with only street child in Bangladesh) .
- 2)I am Associate member of "Alliance of Supply chain professional in Bangladesh".
- 3)Member of Dhaka university "Entrepreneur club"
- 4)I am Financial Secretary of Dhkasto Laksam shomity.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Hindi	Low	Low	Low

Personal Details :

Father's Name	: Mostafa Kamal
Mother's Name	: Nurjahan Begum
Date of Birth	: January 1, 1988
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
National Id No.	: 1926705036249
Religion	: Islam
Permanent Address	: Village : Chiloin,, Laksam, Laksam, Cumilla 3570
Current Location	: Dhaka