

AMINUS SADAT

Address: House No 21/22, Road: 02, Block: C, Kaderabad Housing, Katasur, Mohammadpur, Dhaka
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Career Objective:

Experienced Purchasing Officer with a degree in Business Administration, ability to work in that capacity to effectively manage supplier interactions, negotiate contracts, prices, and timelines in line with the short and long term goal.

Career Summary:

Procurement Officer
North South University, Department of Administration

Product & Inventory Officer (Intern)
BDJP Ltd. Kyoto, Japan (January 2018 to May 2018)

Junior Officer
United Commercial Bank Limited, Dhaka, Bangladesh (October 2013 to March 2016)

Customer Service Executive
Robi Axiata Ltd. Dhaka, Bangladesh (December 2012 to October 2013)

Special Qualification:

Leadership and motivational skills
Hard working, sincere and eager to learn
Strong desire to achieve the result.
Ability to take a decision quickly.
Team Working
Mental Endurance

Employment History:

Total Year of Experience : 6.0 Year(s)

1. Procurement Officer (December 9, 2018 - Continuing)

North South University

Company Location : Dhaka
Department: Administration

Duties/Responsibilities:

- . Proper Execution of Contracts and Purchase as per Purchase Manual
- . To process all purchase orders and prepare all reports, documents - whatever required in processing orders.
- . Prepare and execute all documents on behalf of the University in making and executing contracts.
- . Interview the intending suppliers and other people who are connected with purchase.
- . To Open tenders according to the policy.
- . To put up purchase proposal to the authority.
- . To Process purchase bills and forward to Finance and Accounts Department for further action
- . To deal with all required correspondences

2. **Product & Inventory Officer (Intern) (January 1, 2018 - May 31, 2018)**

BDJP Ltd.

Company Location : Kyoto, JaPAN

Department: Supply Chain and Procurement

Duties/Responsibilities:

- . Manage and Maintenance of the Ecommerce Site
- . Maintain the product log file (Inventory, Buying, Selling & Profitability)
- . Marketing and Customer Service (Receiving and Delivering Order)
- . Petty Cash Account Maintenance

3. **Junior Officer (October 13, 2013 - March 1, 2016)**

United Commercial Bank Ltd.

Company Location : Dhaka

Department: Foreign Exchange

Duties/Responsibilities:

- .LC Opening
- .Application and Document Submission on behalf of customers
- .Presentation of Documents
- .Lodgment of Documents
- .Handle payment and transaction against documents
- .Retirement of Documents
- .Reporting to Bangladesh Bank

4. **Customer Service Executive (December 12, 2012 - October 13, 2013)**

Robi Axiata Ltd.

Company Location : Dhaka

Department: Market Operation

Duties/Responsibilities:

Overall Service through email and phone

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Marketing & Management	Ritsumeikan Asia Pacific University, Beppu, Oita Prefecture, Japan [Foreign Institute]	CGPA:2.77 out of 4	2018	2	PR Team Leader of Bangladesh Week 2016
Master of Business Administration (MBA)	Finance	American International University Bangladesh	CGPA:3.29 out of 4	2016	2	-
Bachelor of Business Administration (BBA)	Finance	American International University Bangladesh	CGPA:3.68 out of 4	2014	4	o Champions of AIUB Business Plan Exhibition (2013), Organized by AIUB Human Resource Society
HSC	Science	Saint Joseph Higher Secondary School, Dhaka	CGPA:4.3 out of 5	2009	-	-
SSC	Science	Farid Uddin Siddiqi High School, Dhaka.	CGPA:4.88 out of 5	2007	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Anti Money Laundering and Finance Terrorism	Money Laundering	United Commercial Bank Ltd.	Bangladesh	Dhaka	2014	One Day

Professional Qualification:

Certification	Institute	Location	From	To
IELTS	British Council	Dhaka	October 1, 2015	October 1, 2017

Career and Application Information:

Preferred Job Category	: Bank/Non-Bank Fin. Institution, General Management/Admin
Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 45000
Expected Salary	: Tk. 55000
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Australia, Japan
Preferred Organization Types	: Banks, NGO, Logistic/Courier/Air Express Companies, Multinational Companies, Buying House, Manpower Recruitment, Group of Companies

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Purchase/ Procurement• Administration• Retail Banking• Marketing & Sales

Extra Curricular Activities:

- Teacher's Assistance and Exam Proctor at Ritsumeikan Asia Pacific University, Japan
- PR Team Leader & Photographer of Bangladesh Week 2016 held at Ritsumeikan Asia Pacific University
- Champions of AIUB Business Plan Exhibition (2013), Organised by AIUB Human Resource Society, Department of HRM.
- Top Finalist of Accounting Intelligent Test 2012.
- Finalist of Event RAT RACE during Accounting & Finance Week 2012.Participated up to Second Round of AIUB Mastermind, 2012 Organised by AIUB Human Resource Society, Department of HRM.
- Voluntarily worked at the Population Census Event, 2012 organised by Bangladesh Government.

Language Proficiency:

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

Personal Details :

Father's Name	: Aminur Rahman Akhand
Mother's Name	: Rokeya Rahman
Date of Birth	: July 9, 1992
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi

National Id No. : 19922695033000591
Religion : Islam
Permanent Address : West Akur Takur Para, Tangail Sadar, Tangail Sadar, Tangail 1900
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: S M Waliul Morshed	Partha P. Bhattacharjee
Organization	: United Commercial Bank Ltd.	North South University
Designation	: Senior Executive Vice President % HOB	Deputy Director, Procurement
Address	: United Commercial Bank Ltd. Gulshan Branch	North South University, Plot # 15, Block # B Bashundhara R/A, Dhaka.
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Relation	: Professional	Professional