

MOHAMMAD SADDAM HOASSAIN RASEL

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Career Objective:

Want to engage myself to secure a place in an organization where I can demonstrate my work expertise and enthusiasm towards company's goal with having skilled knowledge and experience in Procurement and Supply Chain.

Employment History:

1 Sr. Executive (November 07, 2019 – Continuing)

DBL Group

Company Location: House 50, Road 03, Gulshan Avenue

Department: Procurement

Duties/Responsibilities:

- Looking after group procurement of 32 factories for all kinds of Electrical & Electronics products, Ac materials, Factory Mud pump, Factory Sound systems, Factory Finishing materials & Equipment and make timely cost-effective purchase with adherence to quality.
- Involved in all kinds of factories machine such as (Monforts Stenter, Sclavos, Terrot, Pailong Fokuhara, Lisky) equipments procurement.
- Procurement of Various types of Inverters by maintaining lowest cost.
- Administer survey, based on purchase requisition received from store, on market rates collected from different suppliers, make CS and check & verify by Pre-Audit and raise PO.
- Lower costs, reduce unnecessary spending, ensure compliance, and accelerate procurement cycles.
- Build and manage good professional relationship with vendors.
- Develop integrated purchasing strategies that support Organizational strategies and objective.
- Increasing use of sourcing items & all purchase should go through the approved procurement processes
- Collection regular market information and analyze market trend for availing best market opportunity.
- Initiate and develop creative and innovative procurement processes.
- Liaison with Finance/Accounts for on time payments of suppliers.
- Making monthly report along with necessary infographics and data.

2 Sr. Executive (September 25, 2017 – October 25, 2019)

Samsung – Fair Electronics Limited

Company Location: 76/B, Road: 11, Banani, Dhaka -1213

Department: Supply Chain

Duties/Responsibilities:

- Lead project base procurement of new project Samsung- Fair Electronics Ltd.
- Responsibility involves sourcing & procurement of all kinds of Electrical, Mechanical spare parts, Maintenance of existing system and machineries.
- Coordination with project team & management regarding the development Civil & construction of Mobile building, SKD, CKD, TV project and Dormitory building.
- Involved in all kinds of Fire & Security equipment procurement.

- Overall lead local procurement budget of 100 million for establishing all projects. Saving 8 million.
- Procurement of Samsung 6 models refrigerator carton, Samsung Mobile box, Sticker and other raw materials by maintaining lowest cost.
- Prepare requisition tracking & Purchase forecasting based on budget.
- Price negotiation with the vendor after getting quotation.
- Prepare comparative statement & approval note and get approval through proper channel.
- Coordination with project team & management regarding the development of Project.
- Follow-up and monitor on time delivery with ensuring right product and right place.

3 Executive (November 1, 2014 – September 20, 2017)

ACI Limited

Company Location: ACI Centre, 245, Tejgaon I/A,
Dhaka -1212

Department: Commercial

Duties/Responsibilities:

- Looking after the planning and local - import procurement of RM - PM for Consumer Brand - Home care, Personal care and Hygiene Category.
- Receive requisition from concerned departments.
- Source suppliers from local as well as overseas market.
- Make comparison statement (CS) about price, lead time between or among suppliers
- Take procurement related approval as per Table of Authority.
- Ask proforma invoice (PI) when the order is placed.
- Check PI whether it is OK or not (in terms of HS code, delivery term, payment term, Item description along with item code, price etc.)
- Follow up whether bank endorsement.
- Make sure the goods in house on desired time.
- Always have intention to reduce the price by negotiating in timely basis.
- Make report (saving report) periodically (weekly, monthly, yearly).
- Manage contract for smooth delivery of the required goods.
- Collection regular market information and analyze market trend for availing best market opportunity.

WORKSHOP

Supply Chain overview and its practices in corporate world, presented by Arifur Rahman, Head of Supply Chain, Samsung - Fair Electronics Ltd.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year
MBA	Finance	Jagannath University	CGPA:3.33 out of 4	2015
BBA	Finance	Jagannath University	CGPA:3.46 out of 4	2013

SUMMARY OF SKILLS

- Adequate knowledge on Oracle software, SAP, Logic software & Mat plan software
- Good skill in Windows-7 & XP, technically proficient with MS Word & Excel having a little knowledge on hardware solution.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Impact of New VAT law	Value Added Tax & Supplementary Duty Act 2012	ACI Training Department	Bangladesh	ACI Centre	2017	4 hours

Personal Details:

Date of Birth : December 31, 1990
Nationality : Bangladeshi
Marital Status : Married

Reference:

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Signature