

SYED MOHAMMED TOHA

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Career Objective:

To ensure a leadership position with an organization where I could utilize my present supply chain and commercial professional experiences, knowledge as well as my skills so that the organization's mission, vision and goals is achieved and sharpen my career as well.

Employment History:

Total Year of Experience : 4.3 Year(s)

❖ **Business Area of Experience:**

- Manufacturing (Light & Heavy Industry).
- Shipbuilding Industry.
- Off- Shore Engineering.
- Civil Engineering (Engineering & Construction).

1. Executive (September 12, 2015 - Continuing)

FMC Group of Companies Ltd.

Company Location: Chittagong, Bangladesh

Department: Commercial/Supply Chain

Achievements:

- 1) Successfully handling the whole department by maintaining SOP from 2017 to November 2018.
- 2) By reducing the price increased profitability.
- 3) Excellent vendors' relationship.
- 4) Assist in On-time project delivery ensuring all materials from abroad.

Duties/Responsibilities:

Procurement:

- ✓ Conduct demand planning to determine the needs and requirements of Capital Machinery and other materials and procure cost effective and timely procurement.
- ✓ Ensure stores have enough stock and making sure suppliers have enough stock and capable to supply the right products.
- ✓ Conduct international market price analysis of steel, chemical, and other varieties products.
- ✓ Make correspondence with all foreign suppliers & buyers through e-mail, Skype, phone etc. for on-time shipment, documentation i.e. proforma invoice (PI), CI, PL, CO etc.
- ✓ To select supplier/vendor considering efficiency and effectiveness in terms of price, quality, delivery period etc.

- ✓ To Source & Handle Suppliers & Buyers around the global.
- ✓ Arrangement for shipment inspection (P.S.I) to abroad if any.
- ✓ Experienced of legal terminology and language related to supplier and/or vendor agreements and contracts.
- ✓ Identify ways to reduce costs.
- ✓ To monitor supplier's/vendors performance.

Commercial/Clearing:

- ✓ To initiate the procurement process through Letter of Credit [Sight, DP, UPAS, TLC]/ T/T /supplier agreements/contracts by working with suppliers to ensure L/C agreement terms and conditions as well as negotiate, renegotiate, or discontinue supplier contracts maintaining UCP 600 and under Bangladesh Bank IMP. Rules.
- ✓ Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices and Ensuring compliance with different statutory legislation during procurement, import & export.
- ✓ Order bank for amendment of LC condition inclusions and exclusions.
- ✓ Liaison and regular communicate with Banks about loan facility as well as other related issues.
- ✓ Advise and co-operate suppliers about shipping documents preparation e.g. P.I., C.I. etc.
- ✓ Managing air shipments and receiving consignment.
- ✓ Overseeing arrival of shipments and tracking products through depots to make sure they arrive at their destination.
- ✓ Regular communication and order bank for disbursement of suppliers & buyers LC payment.
- ✓ All Customs correspondences for any circumstances arise and resolve due to consignment.
- ✓ Liaison and communicate with different Govt. regulatory body i.e. BTRC, BUET, CPA etc.
- ✓ Liaison and follow-up with C & F for delivery of the consignment.

Transport/Logistic Management:

- ✓ Arrangement of transports along with internal logistics department for smooth delivery support purpose.
- ✓ Make accomplishing other tasks as per management advice.

2. Junior Executive (June- 2015 - August 30, 2015) - 03 Months.

Building technology & ideas (bti) ltd.

Company Location: Chittagong

Department: Strategic Business Unit

Duties/Responsibilities:

- 1) Corporate Marketing & Direct Marketing.
- 2) Branding.
- 3) Handling Customer.
- 4) Market Visit & Monitor.
- 5) Potential Customer Search.
- 6) Doing MOU with Customers.
- 7) Fixing Meeting with Customers.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
Master of Business Administration	Marketing	Center for Business Administration-CBA (University of Chittagong)	CGPA:2.77 out of 4 Waiting for Certificate	2018	2
Bachelor of Business Administration (B.B.A)	Marketing	BGC Trust University Bangladesh, Chittagong	CGPA:3.15 out of 4	2014	4
HSC	Business Studies	Omargani M.E.S College, Chittagong	CGPA:3.6 out of 5	2010	2
Secondary School Certificate	Business Studies	Kattali N.H.C High School, Chittagong	CGPA:4.13 out of 5	2008	-

Training Summary:

Training Title	Topic	Institute	Country	Location
International English Language Testing System (IELTS)	Listening, Speaking, Reading And Writing.	IDP	Bangladesh	Chittagong
Advertising, Industrial management, Safety, Health & Environment and Office Etiquette.	Accomplished workshop on Advertising, Industrial management, Safety, Health & Environment and Office Etiquette	FBA of BGC Trust University Bangladesh	Bangladesh	Chittagong
Internship	Analysis on Customer Satisfaction.	NCC Bank, Halishahar Branch, Chittagong.	Bangladesh	Chittagong
CV Writing, Facing interview and writing Cover Letter	Accomplished workshop on C.V writing, facing interview and writing cover letter.	FBA of BGC Trust University Bangladesh(BGCTUB)	Bangladesh	Chittagong

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Skills:

- **Communication skills:** Strong and adequate communication skills gained by working with corporate professionals at previous and present job platform specially in reading, writing, speaking, listening- 4 dimensions.
- **Organisational / managerial skills:**
 - 1) Strong Negotiation Skills.
 - 2) Excellent Communication Skills.
 - 3) Effective problem solving skills.
 - 4) Multi-tasking skills.
- **Job-related skills:**
 - 1) Expertise in MS Office Systems specially **MS Excel, MS Word, MS Power Point, MS Outlook etc.**
 - 2) Knowledgeable about commercial & supply chain documents e.g. C.I., P.L., B.L., B.E., etc.
 - 3) Proficient about **UCP 600** and **INCOTERMS 2010/2012 & Latest 2020.**
 - 4) Knowledgeable about SRO benefit, MUSHAK-7, Import-Export rules etc.
 - 5) Sound knowledge about International Business, Trading, Govt. rules and Banking procedure.
 - 6) Efficient supplier handling skills.
 - 8) Strong negotiation skills.
 - 9) Comprehensive communication skills both verbal & written.

Personal Details :

Father's Name	: Syed Mohammed Musa
Mother's Name	: Nasim Ara Begum
Date of Birth	: September 11, 1992
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi
National Id No.	: 19921595510000080
Religion	: Islam
Permanent Address	: North Kattali, Nazir Bari (Nabi Chowdhury Bari). P.O: North Kattali, P.S: Pahartali. Chittagong, Bangladesh.
Current Address	: Niketon, H/S, Gulshan-1, Dhaka.

Extracurricular activities (ECA)

: Founder member of '**SAVE THE HUMANITY**' a non- profit organization. & an **Independent counselor**

Reference (s):

Reference: 01

Name : Professor Mr. Shagib Kumar Ghosh.
Organization : University of Chittagong.
Designation : Chairman (Dept. of Marketing).
Address : University of Chittagong.
Mobile : +8801712-296857.
Relation : Academic

Reference: 02

Prof. Mr. Ranajit Kumar Dey.
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Coordinator.
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Academic