



Sarif Shaheduzzaman

Sr. Officer, Key Account Management

📅 March 13, 1996

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📍 House No-08, Road No-12/1, Word No-01,
Block No-A, Sayednagar, East-Vatara,
Vatara, Dhaka- 1212

👤 Male

✉ sshaheduzzaman202001@mba.uiu.ac.bd

🌐 www.linkedin.com/in/sarifshaheduzzaman

OBJECTIVE

Complete MBA in MIS at United International University, and also complete PGD in Supply Chain Management at Mind Mapper Bangladesh and be fluently about MySQL skill in the next 6 months.

To be a Manager for a multinational company with at least 5 big successful achievements for the company.

CERTIFICATIONS

Supply Chain and Operations

Issuing Organization: LinkedIn
Credential

ID: AeHcAXRxQzdJBOUzMeaOh5fm7WDV
(2020)

Key Account Management

Issuing Organization: LinkedIn
Credential ID: AZDsKX3R4vcPYgXMlbGgo0lOao1q
(2020)

MS Excel Basics for Beginners

Issuing Organization: Bohubrihi
Credential ID: 13800-158-828-2648
(2020)

Supply Chain Foundations

Issuing Organization: LinkedIn
Credential ID: AeROVazjikh_wRgWdqUXblwwYySK
(2020)

Advance Training on Microsoft Excel

Issuing Organization: Pharma Solutions
Bangladesh Limited
Credential ID: CPP-0026/2020
(2020)

EDUCATION

MBA: United international university (May 2020 > December 2021 (Expected))
Major in Management Information System

GPA: 3.5 out of 4 (Expected)

BBA: United international university (September 2014 > September 2019)
Major in Accounting

GPA: 2.63 out of 4

HSC: Abdur Rouf Degree College (2011 > 2012)
Business Studies

GPA: 4.90 out of 5
Passing Year: 2013
Jessore Board

SsC: Bhaturia Secondary High School (2010 > 2006)
Business Studies

GPA: 4.81 out of 5
Passing Year: 2011
Jessore Board

WORK EXPERIENCE

Pharma Solutions Bangladesh Limited (May 2020 > Present)

Sr. Officer, Key Account Management, Operations

Key Duties & Responsibilities:

- Prepare Purchase Order (PO) aligned with Target Inventory Level (TIL) for the month
- Ensure branch replenishments based on the replenishment schedule from the central warehouse
- Monitor stocks in transit through the List of Outstanding in Transit Report generated
- Prepare reconciliation worksheet for comparison of balances with Principals
- Prepare request for Stock Transfer to Principals (STPs) from Principals. Indicate product codes/reference document number
- Prepare statistics for required data/info for supply Chain Management
- Assist the warehouses in the cyclical and quarterly physical inventory count

Good Storage & Distribution Practice

Issuing Organization: Pharma Solutions
Bangladesh Limited
Credential ID: CPP-0026/2020
(2020)

PERSONAL INFORMATION

Father’s Name: Sarif Anwar Hossen.
Mother’s Name: Mst. Dilara Alo
Address: Boidanga, Shadhuhati, Jhenidah (Sadar),
Jhenidah,
Height : 5'-11
Nationality: Bangladeshi (By Birth)
Marital Status: Unmarried
Religion : Islam

REFERENCES

01.
James Bakul Sarkar
Associate Professor- Accounting & Deputy
Director- BBA Program
United International University
jmssarkar@bus.uui.ac.bdCell: 01716 599599
02.
Mofijul Hoq Masum
Assistant Professor, School of Business &
Economics
United Intersity
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01558965046

- Incorporate and maintain different special prices/ bonus offers/promotional offers for a different product in the system as per Principals Request
- Manage product complain/AE as per principal advice in accordance with QMS

Pharma Solutions Bangladesh Limited (October 2019 > April 2020)
Internship

Key Duties & Responsibilities:

- Prepare Purchase Order (PO) aligned with Target Inventory Level (TIL) for the month
- Ensure branch replenishments based on the replenishment schedule from the central warehouse
- Monitor stocks in transit through the List of Outstanding in Transit Report generated
- Ensure that nationwide inventory levels are within the Contracted Inventory Level (CIL) and that the branches inventory level is within the Target Inventory Level (TIL)
- Prepare reconciliation worksheet for comparison of balances with Principals

ACTIVITIES

UIU Theatre and film club (2015 > NOW)
Member
Participated in several workshop and programs.