

June 07, 2021

Department of Human Resource Management

Dear Sir/Ma'am,

With the enclosed resume, I would like to express my strong interest in the **Executive-Commercial** position in **Bangladesh Honda Private Limited**. As per my experience in local multinational company in professional, SCM position, I have had comprehensive experience coordinating global supply chain operations, inventories, materials, and procurement while ensuring compliance to regulations and guidelines. I possess a wide range of knowledge and experience that will allow me to contribute toward the success of your company.

My expertise lies in implementing strategic initiatives. Through my experience, I have become adept in ensuring alignment with organizational goals and requirements while facilitating streamlined logistical operations and building strategic relationships with internal and external stakeholders.

The following highlights of my experience demonstrate my qualification for this position:

Spearheading all aspects of supply chain management, including procurement / sourcing, inventory management, vendor management.

Contributing vital support in supply chain and logistics management while identifying and pursuing strategic opportunities to improve materials, internal processes, logistics, and overall performance.

My proven ability to optimize supply chain operations, along with my solid talents in communication and problem solving, will contribute immensely to your organization. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Asif Akbar

Cell: 01313995959

Email: asif.akbar@outlook.com

**ASIF AKBAR**  
Vertex , House: 170  
Road: 6, Block: A, Basundhara R/A- 1229  
Mob# +880 1313 99 5959;  
E-mail: asif.akbar@outlook.com



## **CAREER OBJECTIVE**

To contribute into a job where I can integrate my knowledge and skills to add value to that job sector as well as to the organization and explore my potentials.

## **EMPLOYMENT HISTORY**

**Total Year of Experience: 4.5 Year(s)**

### **1.0 Operation and Procurement Senior Executive (September 01, 2018– August 27, 2020)**

**Memento International Limited**

**Company Location: Memento Resident, Road 03, Sector 13, Uttara, Dhaka.**

**Department: Operation and Purchase Department**

#### **Duties/ Responsibilities:**

- Managed all the vendors and payments.
- Ensured smooth operation by rostered and assigned employees on various tasks.
- Sole responsible for all kinds of purchasing.
- Monitored and assessed service quality on weekly basis and ensuring optimal service quality for the client.
- Carried out all kinds of ATL marketing campaigns.
- Maintained liaison with international Hotel Service Vendors and Suppliers.

### **2.0 Supply Chain Professional (April 02, 2017– May 15, 2018)**

**Base Technologies Limited**

**Company Location: Hosna Centre, 106, (5th floor), Gulshan Ave, Dhaka.**

**Department: Supply Chain Management**

#### **Duties/ Responsibilities:**

- Sourced IT product for Telecom & IT department and Prepared reports for all internal Stakeholders from SCM and Fulfillment department end and tracked & followed-up all projects.
- Oversaw the ordering & packaging process.
- Ensured all LC and all shipping documents are appropriately filed, and trade-related issues are being solved on time.
- Tracked products through depots to make sure they arrive at their destination on time and Oversaw arrival shipments.
- Used to prepare the Price Requisition (PR) for local and Global IT products.
- Oversaw two overseas shell companies and ensuring plain sailing operations from end to end.
- Co-ordinated with C&F and other external stakeholders to ensure a smooth delivery process.
- Worked with the Momentum sales team on various occasions to ensuring sales boost-up.
- Collaborated with Fulfillment department to ensure smooth product delivery and get the customer feedback for further analysis.
- Partially involved in importing equipment's for DGDP and Bangladesh Police Force.
- Sourced Rectifiers for local Telecom companies.
- Sourced Batteries for Telenor Global.
- Worked on shell companies' operation.

#### **Accomplishments:**

- Sole in charge of importing Hewlett Packard Inc. (HP) products in the organization.
- Collaborated with Hewlett Packard Enterprise (HPE) Bangladesh and importing HPE products for clients.
- Achieved two times employee of the month award within a year.

### **3.0 Acting Import Officer (January 11, 2017 – March 29, 2017)**

**Dada Group of Industries Limited**

**Company Location: Jamuna Future Park, Kuril, Progoti Shoroni, Baridhara, Dhaka.**

**Department: Commercial**

**Duties/ Responsibilities:**

- Tracked vessels and raw materials.
- Planned for the import activities as per the providers and requirements of the stakeholders.
- Collaborated with the suppliers and stakeholders to ensure that the raw materials get adequately transferred within the given time frame.
- Observed and formulated the records of the activities related to imports.

**Accomplishments:**

- Involved in the process of onboarding a new PPE supplier.
- Implemented more efficient delivery planning on the organization.

### **3.1 Marketing & Sales Executive (August 21, 2016 – March 29, 2017)**

**Dada Group of Industries Limited**

**Company Location: Jamuna Future Park, Kuril, Progoti Shoroni, Baridhara, Dhaka.**

**Department: Marketing and Sales**

**Duties/ Responsibilities:**

- Gathered market and customer information, acting as a contact between a company and its existing and potential markets.
- Attended team meetings and shared best practices with colleagues.
- Recorded sales and order information and sending copies to the factory, parties, and entering figures into a computer system.
- Corresponded all the products for parties and delivered support accordingly.
- Prepared material reports by collecting, analyzing, and summarizing information.
- Maintained relationships with clients by providing support, information, and guidance, researching, and recommending new opportunities.

### **4.0 Account Manager (March 1, 2016 – August 18, 2016)**

**7Teen Digital**

**Company Location: House#17, Road#17, Block#E, Banani, Dhaka**

**Department: Marketing and Public Relation**

**Duties/ Responsibilities:**

- Generated ideas for digital marketing
- Designed campaign plans for both ATL and BTL marketing.
- Created content for social media.
- Managed client database and accounts.
- Measured the results of content marketing activities.
- Prepared presentations on the program approaches.
- Managed all creative resources including designers, writers, and other client personnel.

### **5.0 Internee (August 25, 2015 – January 25, 2016)**

**Accenture Bangladesh**

**Company Location: GP House, Basundhara R/A, Dhaka**

**Department: Recruitment**

**Duties/ Responsibilities:**

- Scheduled and Coordinated Interviews.
- Coordinated with several Departments of HR.
- Updated employee database (Role Profile).
- Interview facilitation.
- Attained interdepartmental meetings on behalf of the recruitment team.
- Attained meeting with several facilitators.
- CV screening, shortlisting, and updating CV bank daily.

## PROFESSIONAL QUALIFICATION

<u>Name of the Institution</u>	<u>Degree / Level</u>	<u>Date</u>	<u>Duration</u>
IBA, University of Dhaka	Human Resource Management Competencies (HRMC)	November 18, 2016 to December 24, 2016	Six Weeks

## ACADEMIC QUALIFICATION

<u>Name of the Institution</u>	<u>Degree / Level</u>	<u>Group / Subject</u>	<u>Passing Year</u>	<u>Grade</u>
North South University	Bachelor of Business Administration	Major in Marketing CGPA-3.62	2015	CGPA-2.79
Govt. M. M. Ali College	Higher Secondary Certificate	Business Studies	2009	GPA-3.80
B. B. Govt. Boys' High School	Secondary School Certificate	Business Studies	2007	GPA-3.94

## EXTRACURRICULAR AND VOLUNTEER

- Performed as a Volunteer and Researcher with **Asiatic JWT** on a special project, which was about a survey associate with Rahimaafrooz. (2010)
- As a member of **North South University Cine and Drama Club (NSUCDC)**, organized and performed in several stage performances. (2009-2011)
- As a member of **North South University Computer Club (NSUCC)**, organized several Tech Fiesta, Cyber Athletics and Workshops & Seminars. (2010-2012)
- As a member of the NSU Model United Nations Club, participated (as delegate of Estonia, United Nations Special Session on WHO) in the annual conference of **Dhaka University National Model United Nation (DUNMUNA)** assembly 2013 which took place in **Dhaka University**. DUMUNA is one of the most renowned & diverse conference in the world that welcomed delegates from all over the world. (17<sup>th</sup> – 20<sup>th</sup> September 2013)
- Worked as an **USHER** in 14<sup>th</sup> and 16<sup>th</sup> Convocation of the North South University. (2011 & 2013)

## ACADEMIC ACHIEVEMENTS

- Best delegate award in **Dhaka University National Model United Nation (DUNMUNA)** (2013)
- In-charge of **North South University Computer Club** (2010-2011)
- Achieved 3<sup>rd</sup> prize in inter-district science fair (2009)

## LANGUAGE PROFICIENCY

- **Bangla** : Native tongue (Written & Spoken)
- **English** : Fluent (Written & Spoken)
- **Hindi** : Fluent (Spoken Only)

## ICT PROFICIENCY

- Proficiency in Microsoft Office Suite.
- Proficiency in Windows/MAC OS/Android/Linux OS.
- Proficiency in Internet and E-mail Clients.
- Proficiency in Statistical software.
- Advanced computer troubleshooting skill.

## INTERPERSONAL SKILLS

Goal Oriented	Team Player	Leadership
Able to work under pressure	Proactive	Hard Working

## ADDITIONAL INFORMATION

- **Father's Name** : Sawkat Akbar
- **Mother's Name** : Lutfun Naher
- **Date of Birth** : December 31, 1991
- **Nationality** : Bangladeshi (By Birth)

## REFERENCE

### **Ashik Imran Khan**

Senior Lecturer, School of Business  
North South University  
Phone: +880 1783 447 722  
E-mail: ashik.khan@northsouth.edu

### **M. Aminul Haque Pulak**

Talent Acquisition Lead  
Expo Group, Bangladesh  
Cell No: +880 1926 662 512  
E-mail: aminul.hq85@gmail.com