

# MAHMUD HASAN

Executive-Supply Chain & Procurement Operation



## CONTACT ADDRESS

**C/O: Mr. Rafi**

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## AREA OF SKILLS

- ✓ SAP
- ✓ Customer Support
- ✓ SAP SD Module
- ✓ Supply Chain Operation
- ✓ Procurement
- ✓ Sales Operation
- ✓ Customer Relationship Management (CRM)
- ✓ M.S Excel, M.S Word, M.S P. P

## LANGUAGES

Bangla - (Native)

English - (Professional Working)

## TRAINING & COURSES

- ✓ SAP SD Module Training
- ✓ MS Office Training
- ✓ CRM Training
- ✓ Order Management Training
- ✓ Public Speaking Training (Fiovana)

## CAREER SUMMARY

Having experience in three multinationals company's (e.g.) Lafarge-Holcim Cement (Bangladesh) Ltd, Chemical Manufacture Company (e.g.) BASF Bangladesh Limited and MB Solutions Bangladesh Ltd. (Master Builders Solutions) focusing on Procurement and Supply chain related responsibilities.

## WORKING EXPERIENCE

### **MB SOLUTIONS BANGLADESH LIMITED- (MBCC GROUP)**

Impetus Center, 242/B, (8th Floor), Bir Uttam Mir Shawkat Sarak,  
(Tejgaon-Gulshan Link Road), Dhaka-1208, Bangladesh

### **Executive- Supply Chain & Procurement Operations**

Since- 1<sup>st</sup> November 2019

- Developing procurement strategies that are inventive and cost effective.
- Sourcing and engaging reliable suppliers and vendors.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility- Building and maintaining long-term relationships with vendors and suppliers.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Performing risk assessments on potential contracts and agreements.
- Controlling the procurement budget and promoting a culture of long term saving on procurement costs.
- Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
- Preparing procurement reports.

### **BASF (BANGLADESH) LIMITED**

Crystal Palace, (7th floor), House # 22 SE(D), Road # 140, Gulshan South Avenue,  
Gulshan-1, Dhaka-1212, Bangladesh

### **Officer – [Supply Chain & Procurement Operation]**

Since 1<sup>st</sup> April 2018-

- Operate SAP system to create Customer, sales orders, and Indent Order in accordance with customer requirements.
- Collect quotations from various vendors and suppliers, negotiate with parties to minimize price offers.
- Prepare RFQ, CS, purchase order, invoice, and others for the smooth operation of department.
- Receive quotation, requisitions, samples, challans, bills and so on
- Purchase material as per the requirement and instruction of departments/units

**LAFARGE-HOLCIM BANGLADESH LIMITED**

227/A, Nina Kabbo, 7th Floor, Gulshan Link Road, Tejgaon, Dhaka, Bangladesh

**Customer Support Officer – [Sales Operation]**

March 2014 - March 2018 (4 years 1 month)

- Operated SAP system to create Customer, quotations, sales orders, and invoices in accordance with customer requirements.
- Ensured up-to-date customer data in SAP system (SD) Module.
- Proactively supported sales managers and sales team, customers where needed.
- Collaborated with customers, Sales Team & Finance department to ensure accurate invoicing and timely payments.
- Provisioned of company brochures, technical information leaflets, advertising & marketing material, and corporate gifts to customers.
- Documented customer feedback and prepare clear & concise reports for the Sales and Technical Department
- Coordinated communication of market related issues to sales manager and sales director to ensure seamless flow of information.

**EDUCATIONAL BACKGROUND****ROYAL UNIVERSITY OF DHAKA**

Bachelor's Degree, Computer Science & Engineering · (2015 - 2019)  
(CGPA - 3.20 out of 4)

**DHAKA POLYTECHNIC INSTITUTE, TEJGAON, DHAKA**

Diploma, Chemical Engineering · (2009 - 2015) – CGPA - 2.83 out of 4

**AHMED ALI MEMORIAL HIGH SCHOOL, MADHUPUR, TANGAIL**

Secondary School Certificate, Science · (2009) – GPA - 4.50 out of 5

**PERSONAL INFORMATION**

<b>Nick Name</b>	:	<b>Rafi</b>
Father's Name	:	Fazlul Haque
Mother's Name	:	Hanufa Begum
Date of Birth	:	16 <sup>th</sup> May 1993
Sex	:	Male
Marital Status	:	Married
Nationality	:	Bangladeshi
Religion	:	Islam
National ID Card No.	:	3747889313

**REFERENCE (S)****Major S M Khalid (Retd.)**

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