

## TANVIR AHMED

Address: Bashundhara River View, South Keraniganj, Dhaka 1311

Primary Mobile No: 01711084644

Secondary Mobile No :+8801911686012

Emergency Contact No : +8801511084644

Primary Email : ahmed\_t143@hotmail.com

Alternate Email : ahmedtanvir222@gmail.com



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### **Career Objective:**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

### **Employment History:**

#### **1. Executive (1.6 yrs)**

(January, 2021 - Continuing)

##### **Bashundhara Oil & Gas Company**

Pangaon, Konda, Naryanganj

##### **Area of Expertise**

Logistics Distribution & Warehouse

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

- \*Collect product requisition delivery order from sales team and make delivery program to transfer the same.
- \*Maintain constant liaison with production department for ensuring stock availability and take necessary steps.
- \*All dispatched BR program must be aligned with stock available at that time period.
- \* Coordinate with respective Marketing executive, Manager to collect information about delivery program.
- \* Ensure efficient and correct stock deployment along with efficient and safe transportation with traceability of finished goods.
- \* Prepare product delivery program in accordance to the market demand and provide to the factory.
- \* Maintain liaison with factory transport department & 3rd party transport agencies to ensure availability of transport for smooth delivery operation.
- \* Maintain regular delivery related report for information visibility.
- \* Manage vehicles well in advance for paper, ball pen and tissue products carrying as per plan.
- \* Provide daily report of Delivery program execution, pending programs of all transport agencies & truck loading report EBR mail & SMS of all factory loading point, and movement of own vehicle.
- \* Follow up all delivery programs with distributor and sales associates to ensure unloading timely.
- \*Maintain 3S & 5S in Operation, Monitor delivery & undelivered status of products with regular liaison with production, transport provider & other supply chain management concerns.
- \* Look After the damage issue return to factory,
- \*Look After Vessel Load,

#### **2. Executive (3 yrs)**

(January, 2018 - January, 2021)

##### **Meghna Group of Industries Ltd.**

Tripordi, Sonargaon, Naryanganj

**Area of Expertise**

Distribution/ Supply Chain Management (4.1 yrs)

**Duties/Responsibilities**

\*Collect product requisition/delivery order from sales team and make delivery program to transfer the same.

\*Maintain constant liaison with production department for ensuring stock availability and take necessary steps.

All dispatched

program must be aligned with stock available at that time period.

\* Co-ordinate with respective Marketing executive / Manager to collect information about delivery program.

\* Ensure efficient and correct stock deployment along with efficient and safe transportation with traceability of finished goods.

\* Prepare product delivery program in accordance to the market demand and provide to the factory.

\* Maintain liaison with factory transport department & 3rd party transport agencies to ensure availability of transport for

smooth delivery operation.

\* Maintain regular delivery related report for information visibility.

\* Manage vehicles well in advance for paper, ball pen and tissue products carrying as per plan.

\* Provide daily report of Delivery program execution, pending programs of all transport agencies & truck loading report (E-

mail & SMS) of all factory loading point, and movement of own vehicle.

\* Follow up all delivery programs with distributor and sales associates to ensure unloading timely.

\*Monitor delivery & undelivered status of products with regular liaison with production, transport provider & other supply chain management concerns.

Look After the damage issue return to factory

**3. Officer (0.8 yr)**

(February, 2017 - December, 2017)

**AKIJ Ceramics Ltd.**

AKIJ House (Head Office)

**Area of Expertise**

Distribution (0.4 yr), Documentation (0.4 yr)

**Duties/Responsibilities**

\*Oversee warehouse operations..

\* Create SO

\*Oversee the transportation of goods from production site to consumer to client.

\*Develop and implement a logistics process.

\*Ship finished products.

\*Ascertain how much freight to place on shipments.

\*Devise routes for shipments.

\*Deploy truck drivers.

\*Monitor progress of major shipments to ensure receipt.

\*Direct the activities of logistics division.

\*Collaborate with marketing executives to ensure that new products reach the right markets at the optimal time.

\*Conduct market research to learn about the demand for different goods.

**4. Customer Manager (1.8 yrs)**

(June, 2013 - April, 2015)

**Grameen Phone**

Nikunja, Dhaka

**Area of Expertise**

Contact Centre (1.8 yrs)

**Duties/Responsibilities**

Provided one stop service over Phone

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Human Resource Management	Eastern University	CGPA:2.81 out of 4	2019	1
Bachelor of Business Administration (BBA)	Accounting	Eastern University	CGPA:2.88 out of 4	2016	4
HSC	Commerce	Govt. M. M. City College	CGPA:3.1 out of 5	2007	2
SSC	Commerce	Khulna Zilla School	CGPA:3.5 out of 5	2005	-

**Professional Qualification:**

Certification	Institute	Location	From	To
PGDSCM	Mind Mapper (ISCEA)	House 73 (2nd Floor,Rd No13/A,Dhaka1213	September 27, 2019	March 13, 2020

**Career and Application Information:**

Looking For : Entry Level Job  
Available For : Full Time  
Present Salary : Tk. 41500  
Expected Salary : Tk. 45000  
Preferred Job Category : Commercial/Supply Chain

Preferred District : Khulna

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• SAP</li><li>• Warehouse Management</li><li>• Transportation Management</li><li>• </li></ul>

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

**Personal Details :**

Father's Name : Md. Fazlur Rahman  
Mother's Name : Mrs. Shakila Rahman  
Date of Birth : December 31, 1990  
Gender : Male  
Height (Meter) : 0  
Weight (Kg) : 0  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 8224301500  
Religion : Islam  
Permanent Address : 76(2nd floor), Sir Iqbal Road, Baitypara. -9100, Khulna Sadar, Khulna Sadar, Khulna 9100  
Current Location : Dhaka  
Blood Group : O+

**Reference (s):****Reference: 01**

Name : Bilkis Rahman  
Organization : Grameen Phone  
Designation : Manager  
Address :  
Phone (Off.) : +8801711081975  
Phone (Res.) :  
Mobile :  
E-Mail :  
Relation : Professional

**Reference: 02**

Engr. Habibur Rahman  
Rahim Steel Mills Ltd  
Chief Operating Officer  
Gulshan, Dhaka  
  
01711535312  
habibur.rahman001@gmail.com  
Others