

# ***A.S.M. Rezuhanul Alam***

Hazi Asmot Villa, Sabujbag, Sreemongol, Moulovibazar,  
3210

Mobile: +8801720-273767

E-Mail: [rezuanrizvy10@gmail.com](mailto:rezuanrizvy10@gmail.com)



## **Objective**

To utilize my experience, knowledge & skills for becoming a supply chain professional practitioner with my pro-activeness and problem solving manner. I would like to serve an industry cost effectively with my strong negotiation skills, engineering & professional supply chain knowledge.

## **Job Experience**

### **Position**

Material Purchase & Documentation Controller

### **Company Name:**

Entrepose PT. IKL

### **Duration:**

April 7, 2018 – Continuing

### **Location**

Condensate Fractionation Plant (4000 BPD) & Catalytic Reforming Unit (3000 BPD), a Project of Sylhet Gas Field Ltd, Bahubal, Habiganj, Sylhet

## **Job Responsibility**

- Plan and implement overall supply chain strategy
- Procure materials in cost effective manner
- Keep good relationship with vendors and distributors
- Maintain all shipment documents & properly documented those documents
- Maintain Store and keep documentation of material dispatch
- Prepare monthly report
- Prepare report upon material receive and coordinate with QC department
- Store & Organize all documents & drawings in a proper manner both physically and electronically
- Keep records of documents & drawings in server and updated it in regular basis. Provide documents to clients as per contract
- Frequently communicate with Engineering Department as well as other department for proper documentation
- Deliver necessary documents and drawings to site engineers as they needed and keep all the site departments updated about latest drawings and documents
- Check all the documents when received whether all the information is input properly or not. Also keep updated the Engineering Department if any modification of drawings happens on

site for revised version of that drawing, Coordinate with client and sub-contractor in regular basis about latest revisions of documents and drawings

### **Job Experience:**

#### **Position**

Executive Marketing Officer

#### **Company Name:**

KOTITI Bangladesh Ltd.

#### **Duration:**

February 2, 2017- February 20 2018

### **Job Responsibilities:**

- Manage customer database management system
- Create new market for service & analysis market to expand business
- Communicating with clients with regular basis
- Receive customer order and follow up
- Market visit
- Prepare daily submission list and send it to HQ

### **Educational Qualification**

#### **• International Certificate on MLS-SCM (P), ITC-UNCTAD/ WTO, Geneva, Switzerland**

Institution Name : Dhaka Chamber of Commerce Business Institute  
From : July 5, 2019  
To : December 2019

#### **• International Advance Certificate on MLS-SCM (P), ITC-UNCTAD/ WTO, Geneva, Switzerland**

Institution Name : Dhaka Chamber of Commerce Business Institute  
From : January 17, 2020  
To : Continuing

#### **• Bachelor of Science (B.Sc.) in Industrial & Production Engineering**

Institution Name : Ahsanullah University of Science & Technology (AUST)  
Department : Mechanical and Production Engineering (MPE)  
Year : 2010-11  
Result : 2.93

#### **• Higher Secondary Certificate (H.S.C)**

Institution Name : Agricultural University College, Mymensingh  
Board : Dhaka  
Group : Science  
Year : 2008-09  
Result : GPA 4.80

#### **• Secondary School Certificate (S.S.C)**

Institution Name : Mymensingh Zilla School, Mymensingh  
Board : Dhaka  
Group : Science  
Year : 2007  
Result : GPA 5.00

### **Academic projects/ Group work**

- Product Design & Development (Product-**Washroom Mirror Cabinet**)
- Modifying and developing a product using Ergonomics Principals by Solid Works Software (Product: **Driving Seat**)

### **B.Sc. Thesis**

**Minimizing Sewing Line cost by using Taguchi Method.**

**Supervisor:** Mozammel Mia, Assistant professor, Dept. of MPE, AUST

### **Industrial Tour**

3 Days tour at **Crystal Footwear and Leather Products Ltd.** Asulia, Savar, Dhaka and gained knowledge about production line and how it works. Visited **Narayanganj SILO** to observe various kinds of conveyers and their working process, also visited **National Polymer** at Tongi Industrial Area to observe their production and manufacturing system.

### **Course related Skills**

Academic courses based on Industrial and Production Engineering which help to acquire some of the following skills:

- Supply Chain Management
- Operational Research
- Industrial and Business Management
- Production Planning and Control
- Product Design and Development
- Technology Management

### **Computer Skills**

- **Engineering Related Software** : Auto CAD 2014, Solid Works 2011,
- **Application Packages** : Microsoft Office Program-Advance Level

### **Extra-Curricular Activities**

- Worked as Seminar Coordinator at BANGLADESHICT EXPO – 2015 & 2016
- Volunteered the seminar on Supply Chain Management, organized by dept. of MPE association, AUST.
- Worked as an Organizing Secretary at AUST Sports Club

### **Personal Details**

- Name : A.S.M. Rezuanul Alam
- Father's name : Anisur Rahman
- Mother's name : Rowshon Ara Anis
- Marital Status : Unmarried
- Permanent Address :13, Akua Sardar Bari, Mymensingh Sadar, 2200, Bangladesh
- Date of birth : December 23, 1991.
- Nationality :Bangladeshi
- Religion : Islam

## *References*

Dr. Salem Monem  
Deputy Project Manager  
ENTREPOSE PT. IKL  
E-mail: smonem05@yahoo.ca  
Mobile No: 01757-122175

Tanvir Ahmed  
Deputy Secretary  
Cabinet Secretariat, Dhaka  
E-mail: [atanvir38@yahoo.com](mailto:atanvir38@yahoo.com)  
Mobile No: 01774-979876

To the best of my knowledge, I declare that the information mentioned above is true.

A.S.M. Rezuanul Alam

Date: