

MD. MASUDUR RAHAMAN

LafargeHolcim Bangladesh Ltd,
Noarai, Chhatak, Sunamgonj

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11 May 2022

Human Resource Department
Bangladesh Honda Pvt. Ltd.
Monem Business District, East Tower (10th floor),
111, Bir Uttam C. R. Dutta Road,
Karwanbazar, Dhaka-1205,, Bangladesh

Subject: Application for the position of "Sr. Assistant Manager - Purchase".

Dear Sir

I am with a Master degree in Business Administration (MBA-IBA) and Practical experience with LafargeHolcim Bangladesh Ltd. as Senior Executive-Purchasing, I feel confident of the skill I can bring to your organization.

Additional qualification and others are listed in the accompanying resume.

I am a diligent and a loyal candidate with unparalleled integrity. I look forward to an opportunity to speak with you further.

Thanks once again.

Sincerely,



11/05/2022

Md. Masudur Rahaman)

MD. MASUDUR RAHAMAN

Cell: +880-1711-923087

E-Mail: md-masudur.rahaman@lafargeholcim.com



CAREER OBJECTIVE

To pursue a career with managerial position in a reputed organization that will provide opportunities for personal development in line with up to date international standards and utilize my Interpersonal skills, while contributing to organizational goals.



PERSONAL PROFILE

- Dynamic hard working individual with excellent team working and communication skills.
- Ability to grasp the new skills.
- Adaptable, Self-motivated and Creative.
- Strong capability to adopt in new environment and taking challenging tasks.
- Working under pressure, problem solving and ability to managing.
- Experienced procurement professional skilled in receiving raw materials, consumable goods, industrial goods. Controlling the inventory and overseeing operation of distribution centers. Proven ability to manage staff, develop and oversee operating budgets, and communicate with other departments, vendors, and executive management to ensure supply chain goals are met. Experiences with sourcing new suppliers for purchased goods with an annual value of **BDT 100 million**. Possess knowledge of manufacturing operations gained while performing plant surveys at manufacturing facilities to recommend ways to improve operations.



EXPERIENCE

Designation: Senior Executive-Purchasing

Company: LafargeHolcim Bangladesh Limited (at Surma Plant; Noarai, Chhatak, Sunamganj, Bangladesh)

Duration: Continuing since May, 2019

Responsibilities for Mongla Plant (Khulna) & Meghna Plant (Dhaka):

- ❖ Purchasing of Various Goods;
 - **Mechanical Items/Service:** Paint, Thinner, Battery, Conveyor belt, Roller, Impact Roller, Belt Joining Glue, WD-40, V-Belt, Oil Seal, Tools, Gas, Electrode, Filter Bag, Nut, Bolt, Steel Materials, Pump, Generator Servicing.
 - **Electrical Items:** Bearing, Cable, Sodium Light, Capacitor, MTR Drive, Block Contact, Magnetic Contactor, Terminal Block, Sodium Ballast, Exhaust Fan, Ceiling Fan, Proximity Switch, Split Type AC, Led Flood Lamp, AC Contactor, Energy Bulb, Industrial Plug, Compressor spares, Motor, Carbon Brush, UPS, Online UPS, Cable Tie, Cable Gland, Relay, Level Sensor, MK Box, Insulation Tape etc.

- **Laboratory Items:** Ammonia Solution, Ammonium Chloride, Standard Sand, Ethylene Glycol, Crucible Porcelain, Filter Paper, Beaker Borosil, Automatic Burette, Hydro Chloric Acid, Muffle Furnace, Water Distillation Unit, Carbolic Acid etc.
- **Administrative:** Plumbing items, Vehicle maintenance, Stationery Items, Housekeeping Toiletries Items etc.

- ❖ Prepare bidding documents, collect offers / quotations from potential vendors, Evaluate offers / quotations, prepare comparative statement and arrange for negotiation, Examination and negotiation of suppliers.

Responsibilities for Surma Plant (Sylhet, Chhatak):

- ❖ Carry out Procurement duties as directed by the Sr. Manager-Purchase or the Head of Purchasing.
- ❖ Purchasing of Various Goods:
 - **Mechanical Items :** MS Angle, MS Beam, MS Channel, MS Plate, MS Checker Plate, MS Toe Guard Plate, SS Plate, Wear Plate, Tor Steel, Flat Bar, Round Bar, GI pipe, GI Sheet, MS Perforated Sheet, GI corrugated Sheet, GI Plain Sheet, UPVC Sheet, Wire Nail, MS Pipe, GI Pipe, Wear Resistant Pipe, Wear Resistant Pipe Bend, Aluminum Angle, Steel Bucket etc.
 - **Administrative Items :** Food Items, Refreshment Items, Stationery Items, Housekeeping & Toiletries Items, Plumbing Items, Refrigerator, Television, Blender Machine, Juicer Machine, Microwave Oven, Washing Machine, Dinner Set , Crockery's Items, Water Dispenser, Flask, Fly Catcher, Water Purifier, Spares For Water Purifier, Motorized Treadmill, Lawn Mower Machine, Vertical blinder, Six Pack Machine, Office Furniture, AC Spare Parts, Medicine & Medical Accessories, Thai Aluminum Job, LP Gas,
 - **IT Hardware & Accessories :** Cartridge, Ribbon Printer, Printer / Monitor / Ups Maintenance, Tag Paper, BIOS Battery, IT H/W tools (screw driver set), Multi plug, PABX phone set-Panasonic kx-t7705, Mouse, Headphone, 7 RJ-45 Connector (AMP), IP-Phone Power Adaptor for Panasonic KX-NT321(output: DC9V, 2A), Wireless Router TP link, Portable Hard Disk, HDD Hard Disk etc.
 - **Electrical Items:** Split Type AC, AC Spare Parts, Refrigerant Gas, clear acrylic sheet, Ebonite Sheet etc.
 - **Printing Items:** Gate Pass Book, LOTOTO Form Book. Loading Slip, Log Register & Others Book, Material Identification Tag, Material Requisition Book, Plastic Card Print, Log Book Shift Reporting, Permit Book- LST, GWP, W@H, CS, LSA, TO, Out Of Service Tag, Quality Operation Log Book, Loading Slip & Check List, Asses Control Register & Gait Pass, Log Book Geo-cycle Shift Operation Book, Barge Check List, Safety Induction Cum Gate Pass, Danger Reflective Sticker, Equipment Locked Out Tag etc.
 - **Vehicle Spare Parts/ Servicing :** Tyre, Battery, Air filter, Oil Filter, Leaf Spring, Break Pad, Break shoe, Reverse Horn, Brake Fluid, Horn, AC Belt, Fog Light, Head Light, Accelerator Cable ect. Total 24 nos. of different type of vehicles maintenance is under my control.
- ❖ **Annual Contract (ARC , AMC) :**
 - 1) ARC of Canteen Food; Value-----BDT 26 million.
 - 2) AMC of Vehicle Driving Service-----BDT 6.90 million
 - 3) ARC of Housekeeping & Toiletries Items; Value-----BDT 1.3 million.

- 4) ARC of Small & Big Ferry Boat operation; Value-----BDT 3.067 million.
- 5) ARC of Stationery Items; Value-----BDT 0.65 million.
- 6) AMC of Gardening & Plantation inside plant; Value-----BDT 1.091 million.
- 7) AMC of Preheater Lift; Value-----BDT 0.297 million.
- 8) AMC of Rental Garage; Value-----BDT 0.450 million.
- 9) AMC of Laundry Service; Value-----BDT 0.175 million.
- 10) AMC of Pest Control Service; Value-----BDT 0.118 million.
- 11) ARC of Dish Cable Connection; Value-----BDT 0.342 million.
- 12) ARC of Medical Accessories; Value-----BDT 0.10 million.
- 13) ARC of Water, Air Test & NCV analysis of coal; Value---BDT 0.20 million.
- 14) AMC of Fire Truck Operation Service; Value-----BDT 0.65 million
- 15) AMC of CM area regular cleaning; Value-----BDT 0.924 million

- ❖ Prepare bidding documents, collect offers / quotations from potential vendors, Evaluate offers / quotations, prepare comparative statement and arrange for negotiation, Examination and negotiation of suppliers.
- ❖ Prepare Purchase approval documents and arrange necessary approval as per delegation of authority and Release Purchase Order through ERP Purchasing Module **SAP & JD** Edwards.
- ❖ Follow up with the suppliers for goods and services until received as well as co-ordinate any sort of logistics.
- ❖ Co-ordinate and follow up with Finance department for timely payments.
- ❖ Contract administration and management of contract database.
- ❖ To comply with company's health and safety policies, rules & regulations, and standard operating procedures.

Designation: Executive-Purchasing

Company: LafargeHolcim Bangladesh Limited (at Surma Plant; Noarai, Chhatak, Sunamganj, Bangladesh)

Duration: Continuing since May, 2017

Responsibilities for Surma Plant:

- ❖ Carry out Procurement duties as directed by the Sr. Manager-Purchase or the Head of Purchasing.
- ❖ Purchasing of Various Goods (Steel Materials, Administrative, IT, Mechanical & Electrical) and consumable goods; all types of service purchase, Civil Job, Annual Contract (AMC, ARC), etc.
- ❖ Prepare bidding documents, collect offers / quotations from potential vendors, Evaluate offers / quotations, prepare comparative statement and arrange for negotiation, Examination and negotiation of suppliers.
- ❖ Prepare Purchase approval documents and arrange necessary approval as per delegation of authority and Release Purchase Order through ERP Purchasing Module **SAP & JD** Edwards.
- ❖ Follow up with the suppliers for goods and services until received as well as co-ordinate any sort of logistics.
- ❖ Co-ordinate and follow up with Finance department for timely payments.
- ❖ Contract administration and management of contract database.

- ❖ To comply with company's health and safety policies, rules & regulations, and standard operating procedures.

Designation: Officer-Purchasing

Company: LafargeHolcim Bangladesh Limited (at Surma Plant; Noarai, Chhatak, Sunamganj, Bangladesh)

Duration: From July, 2011 to May, 2017

Responsibilities:

- ❖ Carry out Procurement duties as directed by the Manager (Purchase & Warehouse) or the Head of Purchasing.
- ❖ Purchasing of Various Goods (Steel Materials, Administrative, Mechanical & Electrical) and consumable goods; all types of service purchase, Civil Job, Annual Contract (AMC, ARC), etc.
- ❖ Prepare bidding documents, collect offers / quotations from potential vendors, Evaluate offers / quotations, prepare comparative statement and arrange for negotiation, Examination and negotiation of suppliers.
- ❖ Prepare Purchase approval documents and arrange necessary approval as per delegation of authority and Release Purchase Order through ERP Purchasing Module SAP & JD Edwards.
- ❖ Follow up with the suppliers for goods and services until received as well as co-ordinate any sort of logistics.
- ❖ Co-ordinate and follow up with Finance department for timely payments.
- ❖ Contract administration and management of contract database.
- ❖ To comply with company's health and safety policies, rules & regulations, and standard operating procedures.

Designation: Junior Officer-Inventory

Company: LafargeHolcim Bangladesh Limited (at Surma Plant; Noarai, Chhatak, Sunamganj, Bangladesh)

Duration: From November, 2009 to July, 2011

Responsibilities:

- ❖ Additional 2 years on the job experience in inventory functions like; MIR issue in system, location creation, PR raising, Mini-Max items maintain, ABC Analysis, stock physical verification, WMS etc as additional.
- ❖ Necessary Coordination in the Inventory team and contribute role to avoid stock out of goods.
- ❖ Conduct regular Safety Briefing and Toolbox Talk to the respective for Material handling and others related job.
- ❖ Conduct VFL (Visual Felt Leadership) Interaction and reporting on the HOC (Hazard Observation Card) and NM (Near Miss).



EDUCATION

Examination	Major	Institute	Result	Board	Passing Year
M.B.A (IBA)	Finance & Accounting	Institute of Business Administration University of Rajshahi	GPA:3.42 (Out of 4)	-	2012
B.B.A	Finance	Northern University Bangladesh Dhaka	GPA:3.85 (Out of 4)	-	2008
H.S.C	Commerce	Shahid Muktijodhya Mahabidyalaya	1 st Division*, Total Marks-792, Percentage: 79.2%	Jessore Board	2002
S.S.C	Commerce	Kapilmuni Sahachari Vidya Mandir	1st Division, Total Marks-701, Percentage: 70.1%	Jessore Board	2000



TRAINING

Institute	Duration	Location
<ul style="list-style-type: none"> Supply Chain: Short Course on "Supply Chain Management" 2013 	Three Days	Organized by 'DCE, BUET, Dhaka
<ul style="list-style-type: none"> Computer Course: Basic Microsoft Office 2003 	Two days long workshop	Organized by 'New Horizons, Computer Learning Centers', Dhaka)
<ul style="list-style-type: none"> Fire Fighting: Basic Fire Fighting 	Two days long workshop	Organized by 'Bangladesh Fire Brigade', Dhaka



COMPUTER SKILLS

Office Programs:

- ❖ Microsoft word.
- ❖ Microsoft Excel.
- ❖ Microsoft PowerPoint.
- ❖ Internet.



LANGUAGE SKILLS AND OTHER ABILITIES

- ❖ **Leadership:** Have the leadership skills to influence positively the members in a group effort.
- ❖ **Language:** Proficient in speaking and writing in English and Bengali.
- ❖ **Presentation:** Possess effective presentation (multimedia, slide and oral) skills.

❖ **ERP Software:** Experienced in 'Purchasing Module' in 'People soft-JD Edwards' software & SAP.



PROJECTS

IFIC Bank Nov, 2007 to Jan, 2008

General Banking Division.

- ❖ Executed customer's request (i.e. opening of accounts, transferring funds, providing A/C balances, standing instructions, stop/lost cheque maintenance, raising holds, various types of certificate preparation, withdrawal of time deposits).
- ❖ Ensured proper documentation of various types account opening, account services.



PERSONAL INFORMATION

Full Name: **MD. MASUDUR RAHAMAN**
(In Block Letter)

Father's Name : Gazi Moijuddin

Mother's Name : Shorifa Begum

Date of Birth : 1st February, 1986.

Place of Birth : Khulna, Bangladesh

Permanent Address : Vill+Post: KasimNagar,
P.S: Paikgacha,
Dist: Khulna, Post Code: 9282

Mailing Address : Md. Masudur Rahaman
LafargeHolcim Bangladesh Limited.
Purchasing Department. Chhatak.

Marital Status : Married.

Blood Group : B+

Nationality : Bangladeshi.

National ID. Card No. : 4716450071148



REFERENCES

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MD.SHAMIM UR RAHMAN

Procurement Supervisor

Chevron Bangladesh

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Declaration

I do hereby declare that all the information furnished above is true to the best of my knowledge and belief.