



# AHMED NAJIN KHAN CHOWDHURY

## CAREER

### ACI Limited

2 Feb'20-Continuing

Supply Chain Officer - Supply Chain Management Department

### Crown Cement

5 May'18-31 Jan'20

Finance Cum Commercial Officer - Finance Department

### BRAC Bank Limited

5 Sept'17-5 Dec'17

Intern

## ABOUT ME

Currently I am working with an incredibly bright group of people in ACI Limited and working as a Supply Chain Officer with their Supply Chain Department and before that, I had worked with Crown Cement in Finance Department as a Finance Cum Commercial Officer and was responsible to perform Financial as well as Commercial activities. After completing my graduation from BRAC University, I joined in BRAC Bank for my internship program. Additionally, I like to solve problems and throughout my career, I have been driven by intellectual curiosity to find the answers to the most pressing questions. My objective is not simply to find a job but my aim is to work hard, challenge myself and obtain a fair opportunity that will allow me to transcend even my own expectations and enhance my professional and personal development.

## FORMAL EDUCATION

2020 - Masters of Business Administration

BRAC University | Operations Management & Finance

2017 - Bachelor of Business Administration

BRAC University | Finance and Accounting

## FURTHER EDUCATION

Supply Chain Management

Rutgers the State University of New Jersey (Coursera 'Specialization')

Six Sigma Principles


University System of Georgia (Coursera 'Specialization')


## SKILLS


IT SKILL: SAP (Systems Applications and Products) ERP Software, Microsoft Excel, Microsoft Word, Microsoft PowerPoint

LINGUISTIC SKILL: English (Proficient), Bengali (Native)

## CONTACT ME

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## INTEREST

 Cricket

 Gaming

 Travel

 Artificial Intelligence

# AHMED NAJIN KHAN CHOWDHURY

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## Career Objective

I want to be a part of a progressive organization where I will be able to apply my negotiation, analytical and communication skills along with my knowledge of strategic sourcing, cost control and project management skills to improve the overall organizational performance

## Experience

2 Feb'20-Continuing

### ACI Limited

Working as **Supply Chain Officer** under **APFL (ACI Pure Flour Limited)-Consumer Brand**

#### Responsibilities

- Manage & keep track of quantity, stock levels, delivery times, logistics costs and keep documentation of the purchase and bills
- Sourcing transportation from the supplier as per order with the best price as per requisition
- Analyzing logistics data to improve process
- Monitoring market price of Materials and updating market intelligence
- Responsible for monthly, quarterly and annual reporting to management
- Communicating with internal departments like Operation, Accounts, and logistics to ensure proper coordination
- Developing vendors based on the offered compliance, credit period, and price and delivery schedule and negotiate further for warranty support, quality as well
- Coordinating with the Accounts in obtaining the approval & finalize with vendor and release of the purchase order

#### Achievements in ACI:

- Served as a major team player for Establishing and accelerating the use of "ACI FPM" (mobile application) with the collaboration of MIS Department regarding the confirmation of sales order and ensuring delivery to bring efficiency, cutting company cost, above 60% time saving and make One-Point communication with Finance, Sales and Supply Chain Department
- Fabricating a major switch in vendor data base and made appropriate replacement in overall transportation system for delivery to save company cost and ensuring smooth operations

15 May'18-31 Jan'20

### Crown Cement

Working as **Finance Cum Commercial Officer** under **Finance** Department

#### Responsibilities

- Responsible for assisting in Commercial and Financial activities
- Handling Local L/C related function and documents
- Coordinate and maintain the goods delivery to its receiving end
- Ensuring the delivery confirmation within specific time
- To entry L/C voucher and bills

## Crown Cement

### Responsibilities

- Coordinating with suppliers/C&F agents and under taking all the requirements
- To entry daily collections and payment voucher
- To reconciliation bank statement

### Achievements in Crown Cement:

- Led the digital transformation project, updating data and keeping track of all foreign exchange gain/loss to SAP software against specific commercial invoices to assist Commercial, Finance, Accounts Department

5 Sept'17-5 Dec'17

## BRAC Bank Limited

Worked as an *Intern* in **Recruitment & Relationship Department**

### Responsibilities:

- Identifying the needs of current and future employee demands
- Focusing on recruiting activities aimed at attracting the right candidates for the job and recruiting activities
- Keeping a record of employee's performance, achievements and challenges

## Formal Education

2018- 2020

### Masters of Business Administration

BRAC University | CGPA: 3.35 / 4.00 (Enrolled) | Concentration: **Operations Management & Finance**

2013- 2017

### Bachelor of Business Administration

BRAC University | CGPA: 3.09 / 4.00 | Concentration: **Finance and Accounting**

2009- 2011

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

Satkhira (Day & Night) Degree College | GPA: 4.00 / 5.00 | Business Studies

2007- 2009

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

Satkhira Govt. High School | GPA: 4.00 / 5.00 | Business Studies

## Further Education

### Supply Chain Management Rutgers the State University of New Jersey

(Coursera 'Specialization')

#### Course Content (s):

- Fundamentals of Logistics: Transportation, Logistics Network Design, Warehousing and Inventory Management
- Fundamentals of Operations: Lean Inventory, Lean Operations & Theory of Constraints
- Fundamentals of Planning: Simple Forecasting Methods, Cumulative Mean, Forecast Accuracy and Moving Average, Supply Chain Planning
- Fundamentals of Sourcing & Strategy: Procurement, Purchasing, Supply Management & Strategic Sourcing, Make versus Buy Decisions, Supplier Selection, Sourcing Best Practices

### Six Sigma Principles

(Coursera 'Specialization')

### University System of Georgia

#### Course Content (s):

- Six Sigma Foundations, Principles, Roles and Responsibilities
- Quality Tools and Six Sigma Metrics
- Lean Foundations and Principles
- Team Basics: Decision making methods and team communication methods

## Extra- Curricular Activities

- Performed as a valuable team player at *Amateur Champions Trophy'19*
- **President** of Cricket BRAC University Club from Feb'17-Aug'17
- Published a Paper on "Affecting Factors for the Fluctuation in Stock Price" in ICBM'19
- Associated with **Finance & Logistic Department** of *CBU* Club from May'14-Aug'17
- Organizer of "Inter Semester Cricket Championship-2017" (ISCC) presented by the club *CBU*
- Organizer of 6th and 7th "BRAC University Premier League" (BUPL) on 2016 and 2017
- Published a Conference Paper on the topic: "A Critical Literature Review on the Comparative Analysis between Principles versus Rules Based Accounting Standards" in ICBM'17
- ACCA Business-Accounting Case Competition" in 2017
- "Presentation Skill" Certificate in 2014

## Trainings:

- **"Explore your power success & happiness through team building"** arranged by Crown Cement Group on 20<sup>th</sup> June, 2019 and learnt how to build working team more efficient to achieve organizational goals through performing different activities
- **Professional Skills Development Program (PSDP)** arranged by Career Services Office, BRAC University from *Jan'17 to Aug'17*. Includes: Self-Assessment, Networking, Occupational and company research, Resume writing, Skills and job search, Interview preparation
- **Residential Semester (Summer 2014)**: Three months' residential semester covered with several training, theory, seminars, workshop and practical learning. Studies included: Social lab, Different seminars, Language training, Time management skills, Group exercise, Site visit

## Skills

- IT: SAP (Systems Applications and Products) ERP Software, Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- Linguistic: English (Proficient), Bengali (Native)

## Interpersonal Skills

Adaptability | Team work | Self-managed & Self-confidence | Stress tolerance | Critical analysis | Negotiation | Ethical Sensitivity | Organized & Hardworking | Reasoning & Analytical skills | Problem solving & Decision making ability

## References

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I do hereby confirm you that all information provided above are true and I will be solely responsible if any discrepancy is found.

**Ahmed Najin Khan Chowdhury**