MD. ROBIUL HOSSAN

Address: House # 73, Road # Paper Mill Road,

Abdullahpur, Uttara, Dhaka.

Mobile No 1: 01720591107

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Career Objective:

To prove myself as a high energetic and creative person, I am always ready to face any challenge of this type organization by best use of my knowledge, potentiality and productivity in which I can apply my strong Interpersonal and Communication.

Employment History:

Total Year of Experience: 7.3 Years

1. Assistant Manager (June 12, 2019 - Continuing)

SIMEC Group

Company Location: Simec Group (Head Office), Sector-13, Road-07, House-2, Uttara, Dhaka-1230

Department: Supply Chain & Logistic

Duties/Responsibilities:

- Developing procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors by sticking with the company code of conduct.
- Collect price quotations, prepare comparative statement (CS), negotiate with actual vendors & place the order through collecting procurement related approval as per Table of Authority.
- Monitor & evaluate supplier's performances in terms of quality & price.
- Communicate with both local & overseas suppliers to overcome any difficulties/issues or to accommodate any changes/amendments to ensure smooth/on time delivery.
- Work on cost saving initiatives by developing new sources and build long term business relationship to ensure optimum costs and reliable supply.
- Follow up delivery of requested materials with supplier in a timely manner.
- Continuous follow up with Suppliers and Accounts department regarding payment and bill settlement issues.
- Planning of delivery schedule and Inventory controlling & Optimization.
- Work closely with operational teams and set re-order levels and ensure optimum inventory management.
- To monitor Logistics & Transport Agents for timely carrying & receipt of order goods in site
- Work with BP (Business Planning) Department and relevant operational teams to make projections & strategic sourcing plan.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Direct involvement at implementation & development for procurement modules of Logic Platform ERP Software.

2. Senior Executive (January 6, 2018 - June 2, 2019)

Shabab Fabrics Ltd.

Company Location: Shabab Fabrics Ltd. (Head Office), Baridarha-DOHS, Len-05, House-340, Dhaka.

Department: Procurement

Duties/Responsibilities:

- Co-ordination with all production and factory people regarding their requirement issue.
- Survey Local & International market to procure goods and service with best price and quality.
- Negotiate acquisitions at quality cost standards, and payment agreements consistent with company business objectives.
- Collect quotations from vendors and prepare comparative statement and take approval from management.
- Make purchase order/work order to place selected supplier.
- Working with suppliers to ensure that key processes are running efficiently by cost effective way.
- Handle company database software for PO and MRR then sent all document to accounts department for Supplier payment.
- Continuous follow up with Suppliers and Accounts department regarding payment and bill settlement issues.
- Monitor material budget plan against production requirements.
- LC Documentation, Import and Commercial activate.

3. Executive (February 6, 2015 - January 1, 2018)

Pran-RFL Group

Company Location: Pran-RFL Group (Head Office), Badda, Dhaka.

Department: Supply Chain Management (SCM)

Duties/Responsibilities:

- Responsibilities of Fully Computerized & Software based Purchase Order are prepared in Oracle System. Screening of Requisitions Prior to Forwarding for procurement In-charge. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.
- Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
- Planning for daily consumable material for next one month. Billing status. Making the comparative statement.
- Negotiating with the vendors for Rate, Delivery and Payment Terms.
- Execute of the group procurement policy by taking a sensible and strategic approach.
- Procure item list: Raw materials, Chemical, Spare Parts, ME Items, Accessories items, Promotional item for Marketing & Event Management, All type of HR, CR, Mat sheet for Falcon brand MS & GI pipe, Click & Vision Ceiling, Net, Stormy, Table, Stand fan, PVC, uPVC pipe, HDPE pipe & fittings, Shine brand Bathroom fittings etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBS (Masters)	Accounting	National University	Second Class, Marks:59.2%	2012	01
BBS (Honors)	Accounting	National University	Second Class, Marks:55.69%	2011	01
HSC	Business Studies	Comilla Board	CGPA:3.2 out of 5	2007	
SSC	Business Studies	Comilla Board	CGPA:2.69 out of 5	2005	

Computer Course Summary:

Training Title	Institute/Board	Result	Year	Duration
Computer Application	Bangladesh Technical Education Board (BTEB)	A+	2015	06 Months
Database Programming	Bangladesh Technical Education Board (BTEB)	A+	2015	06 Months

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	High

Personal Details:

Father's Name   : Md. Anower Ullah

Mother's Name   : Kazal Akhter

Date of Birth   : January 1, 1988

Gender   : Male

Marital Status   : Married

Nationality   : Bangladeshi

National Id No.   : 1917470843845

Religion   : Islam

Permanent Address : Natherpetua, Monohargonj, Cumilla

Current Location   : Dhaka

References:	References: 01	References: 02
Name	: Md. Nazmul Alom	Badol Mojumdar
Organization	: Transsion Holding Ltd.	Serve Bangladesh .Ltd
Designation	: AGM (HR & Adim)	Executive Director
Address	: Gulshan-2, Dhaka.	Uttara, Dhaka-1230
Mobile	: +8801700-711233	+8801726101545
Relation	: Professional	Professional