**Curriculum Vitae of**

Fuad Ibne Ahmed

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Date of Birth: 30th December 1992

# Profile Statement

A competent person with experience in purchase, logistics, commercial and supply chain management; having cavernous business related academic background. Experienced in handling local and foreign purchase, ensuring efficient raw material flow and maintaining proper logistical and operational support.

# Professional Experiences

**Purchasing & Logistics Officer** (1st January, 2019 to Ongoing)

Nippon Paint (Bangladesh) Pvt. Ltd.

Major Responsibilities:

Local Purchase:

* Review raw material requisition form the factory via SAP or manually
* Based on factory requisition collect quotation from different supplier and prepare comparison report to negotiate with supplier
* Depending on the type of supplier: issue PO for existing supper and for new supplier input the supplier's information in SAP before issuing PO
* Regular follow up with suppliers via email or phone conversation to ensure local delivery on time
* Collect bill from supplier, check for any error, then store a copy of the bill and submit to accounts for further proceeding
* Follow up local payment and making sure the payment is made on time

Foreign Purchase:

* Issue PO in SAP and send the PO to respective supplier
* Collect PI for LC, submit LC proposal to bank and finally, collect LC draft, check and confirm the Bank to transmit LC
* Follow up shipment update
* LC document collection from bank and send to CNF agent for goods release
* Follow up with CNF agent about goods release, collect duty requisition and send to finance dept. for duty payment
* Follow up LC payment of different banks for timely payment

Other Responsibilities:

* Make Monthly Budget for purchasing dept.
* Bill of Entry submit to finance dept. (VAT)
* Maintain filing for all kinds of suppliers and billing documents

**Asst. Purchasing & Logistics Officer** (1st January, 2018 to 31st December, 2018)

Nippon Paint (Bangladesh) Pvt. Ltd.

Major Responsibilities:

Local Purchase:

* Review raw material requisition form the factory via SAP or manually
* Based on factory requisition collect quotation from different supplier and prepare comparison report to negotiate with supplier
* Depending on the type of supplier: issue PO for existing supper and for new supplier input the supplier's information in SAP before issuing PO
* Collect bill from supplier, check for any error, then store a copy of the bill and submit to accounts for further proceeding
* Follow up local payment and making sure the payment is made on time

Foreign Purchase:

* Issue PO in SAP and send the PO to respective supplier
* Collect PI for LC, submit LC proposal to bank and finally, collect LC draft, check and confirm the Bank to transmit LC
* Follow up shipment update
* LC document collection from bank and send to CNF agent for goods release
* Follow up with CNF agent about goods release, collect duty requisition and send to finance dept. for duty payment
* Follow up LC payment of different banks for timely payment

Other Responsibilities:

* Maintain filing for all kinds of suppliers and billing documents

**Purchasing & Logistics Supervisor** (19th October, 2014 to 31st December, 2017)

Nippon Paint (Bangladesh) Pvt. Ltd.

Major Responsibilities:

Local Purchase:

* Review raw material requisition form the factory via SAP or manually
* Based on factory requisition collect quotation from different supplier and prepare comparison report to negotiate with supplier
* Depending on the type of supplier: issue PO for existing supper and for new supplier input the supplier's information in SAP before issuing PO
* Collect bill from supplier, check for any error, then store a copy of the bill and submit to accounts for further proceeding
* Follow up local payment and making sure the payment is made on time

Foreign Purchase:

* Issue PO in SAP and send the PO to respective supplier
* Collect PI for LC, submit LC proposal to bank and finally, collect LC draft, check and confirm the Bank to transmit LC
* Follow up shipment update
* LC document collection from bank and send to CNF agent for goods release
* Follow up with CNF agent about goods release, collect duty requisition and send to finance dept. for duty payment
* Follow up LC payment of different banks for timely payment

Other Responsibilities:

* Maintain filing for all kinds of suppliers and billing documents

**Intern** (16th January 2014 to 15th April 2014)

**HSBC**

Dhaka Main Office- Global Trade and Receivable Finance Department

Major Responsibility – Online Reporting to Bangladesh Bank about LC Related Issues

# Education

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| --- | --- | --- |
| * **MBA** (2020) | East West University  **Major:** Operation Management | **CGPA: 3.03** |
| * **BBA** (2014) | East West University  **Major:** Finance | **CGPA: 3.23** |
| * **HSC (2009)** | Dhaka Commerce College  **Group:** Business Studies | **GPA: 4.70** |
| * **SSC (2007)** | Govt. Laboratory High School  **Group:** Business Studies | **GPA: 4.56** |

**Extra-Curricular Activities**

## July 2012-June 2013

Senior Member at East West University Creative Marketing Club

## January 2012- June 2012

General Member at East West University Creative Marketing Club

## May 2010-December 2011

Volunteer at EWU Program Arrangement Committee

# Computer Proficiency

* Microsoft Word, Power Point & Excel
* Basic Hardware maintenance
* Windows XP, Vista, 7, 8 and 10

# Language Proficiency

Good at Speaking and writing in both Bangla & English

# References

Md. Jahidul Hasan Khan

Asst. Purchasing & Logistics Manager

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Salahuddin Mahmud

Finance Manager

Nippon Paint (Bangladesh) Pvt. Ltd.

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