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| **Md. Zahidul Islam**  Procurement Specialist  **Email:** [*zahidshaon@gmail.com*](mailto:zahidshaon@gmail.com)  **Cell:** 01753397817  **Mailing Address:**  Flat: 6/C, 334, Elephant Road, Dhaka-1205 |  |
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**Summary**

Procurement Professional, Supply Chain Management, Administration and Human Resource Management experience in procurement management, policy making, supply chain management and distribution services for renowned organization. Extensive experiences in completing administrative tasks and maintain organized approach to procurement. Expertise in managing procurement cycle, contract management, human resources, team building and also have skills in identifying process improvement opportunities and communication skills.

**Affiliation**

* Member, Bangladesh Institute of Supply chain management- BIHRM Supply chain alumni institute

**Professional Experience**

**Procurement Specialist**

Capacity Building of BEPZA Project, BEPZA.

Private Sector Development Service Project (PSDSP)

(World Bank Project: IDA Credit No. 4866 & 5769 BD)

Bangladesh Export Processing Zones Authority (BEPZA)

Prime Minister’s Office, Dhaka.

From 10-05-2016 to Present

**Duties & Responsibilities:**

* Develop Monitor and update the procurement plan on a regular (quarterly) basis,
* Procurement plan for the project in consultation with the Project Director (PD),
* Prepare TD, EOI, RFP, RFQ, and any other procurement documents in accordance with the

World Bank/PPR guidelines and the agreed annual/implementation plan,

* Prepare ToRs and contracts for goods and services and monitor the implementation and outputs,
* Prepare the TOC & TEC and the minutes, TER, NOA and the contracts afterwards.
* Ensure that all procurement is carried out according to the World Bank and the GoB guidelines,
* Monitor the contracts and implementation of activities so that they are in harmony with the project development objectives (PDO) and the budget estimates,
* Work with the technical staff, consultants, and PD of the project for preparation of bidding documents,
* Monitor and ensure that all bidding/tendering process is free, fair and transparent,
* Coordinate the project activities and progress with other stakeholders (other Government agencies, WB)
* Review and anticipate potential issues on procurement, and any other issue and bring to the attention of the PD
* Monitor and keep track of the deliverables of consulting services and goods/works,
* Follow up with the technical evaluation committees on short-listing and proposal evaluations,
* Build capacity and transfer knowledge to GoB and local staff on procurement issues,
* Coordinate closely with the WB, IMED, ERD the Central Coordination Unit (CCU) and maintain regular flow of information on procurement matters of the project,
* Prepare quarterly, annual, and semi- annual reports and other required reports for the WB and the Government such as procurement risk mitigation plan (PRMP)
* Participate in meetings and committees related to the project and deliver opinion and make decisions (where applicable).

**Previous Professional Experience**

1. **Senior Officer**

Shahjalal Islami Bank Ltd.

BACH Unit,

Head Office, Dhaka.

Duration: From14-02-2013 to 26-04-2016

**Duties & Responsibilities:**

* HR managerial experience in maintaining human resources activities- logistics, leave, posting, arrival, benefits of the department personnel.
* Correspondent with other bank as instructed by Head Office.
* Participating in administrative staff meetings to Bangladesh staff meeting Recommending new policies, approaches, and procedures.
* Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.

1. **Assistant Admission & Civil Administration Officer**

Administration Wing

Military Institute of Science & Technology (MIST)

Mirpur Cantonment, Dhaka.

Duration: From 04-07-2010 to 10-02-2013.

**Duties & Responsibilities:**

* Developing, reviewing, and improving administrative systems, policies, and procedures.
* Supervising day-to-day operations of the administrative department and staff members.
* Hiring, training, and evaluating employees, taking corrective action when necessary.
* Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
* Supporting Director Administration, MIST for supervising the Civil Administration-including personal administration, leave, discipline, remuneration, performance appraisal, benefits, common service, etc.
* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining, Placement process of the all employees.
* Maintain overseas civil and Armed forces students’ protocol, communication through proper channel, admission, necessary commodities, activities, expenditures, policies, exchange of billing etc.
* Ensure the smooth and adequate flow of information between administration and academy management.

**Training &Workshop**

**Training on-**

* **Diploma in Public Procurement Management**

CPTU, IMED, Ministry of Planning

Government of the People’s Republic of Bangladesh, Dhaka.

Duration: April 29, 2017-May 16, 2017 (21 Days)

* **Public Procurement Rules**

Financial Management Academy (FIMA)

Government of the People’s Republic of Bangladesh, Dhaka.

Duration: May 15, 2016-May 19, 2016 (05 Days)

* **National e-Government Procurement**

CPTU, IMED, Ministry of Planning

Government of the People’s Republic of Bangladesh, Dhaka

Duration: December 09, 2016-December 11, 2016 (03 Days)

* **Public Procurement**

Central Coordination Unit of the Private Sector Development Support Project

By Economic Relation Division, Ministry of Finance

Government of the People’s Republic of Bangladesh, Dhaka.

Duration: April 23, 2019-April 29, 2019 (05 Days)

**Workshop On-**

* **Budget & Account Classification System**

By Central Coordination Unit of the Private Sector Development Support Project

Economic Relation Division, Ministry of Finance

Government of the People’s Republic of Bangladesh, Dhaka.

Duration: September 22, 2019- September 26, 2019 (05 Days)

* **Preparation, Management and Monitoring of Development Project**

By Central Coordination Unit of the Private Sector Development Support Project

Economic Relation Division, Ministry of Finance

Government of the People’s Republic of Bangladesh, Dhaka.

Duration: May 19, 2019-May 23, 2019 (05 Days)

* **Office Management**

By Bangladesh Export Processing Zones Authority (BEPZA)

Prime Minister’s Office, Dhaka.

Duration: February 08, 2019-February 14, 2019 (05 Days)

* **Fire Prevention, Earthquake and Lightning in Multi-Storied Buildings**

By BEPZA associated with Bangladesh Fire Service and Civil Defense

Duration: May 14, 2019 (01 Day)

* **External Audit of Bank Project & Program**

By Project Management Units and the Bank, World Bank, Dhaka, Bangladesh.

Duration: April 03, 2019

* **Procurement Clinic for Project Procurement Practitioners**

By World Bank, Dhaka, Bangladesh.

Duration: April 09, 2018 (01 Day)

* **Strengthen External Aid Management**

Capacity (SEAMC) Project

By Economic Relation Division, Ministry of Finance

Duration: December 11, 2017 (01 Day)

**Skills**

* Proficient in Microsoft Office Packages, Internet browsing and mailing, etc.
* Fluent in spoken and written communication in both English & Bengali
* Leadership: An experienced team leader
* Very good at protocol management, contract management
* Ability to initiate/manage cross-functional teams and multi-disciplinary projects.
* Critical thinking, decision making and problem-solving skills.
* Planning and organizing – Organizational abilities
* Result oriented: Ability to achieve the target within given time
* Excellence Communication &Negotiating skills.
* Conflict resolution.
* Adaptability – Efficient under pressure, always meet deadlines

**Educational Record**

**Professional:**

**Post Graduate Diploma in Supply Chain Management (PGDSCM)**

Bangladesh Institute of Human Resources Management (BIHRM)

Registered by the Ministry of Commerce, Government of Bangladesh.

CGPA: 3.50 (1st Class)

**Academic:**

**Master of Business Administration (MBA)**

American International University-Bangladesh (AIUB).

Major in Human Resource Management

CGPA: 3.35 (1st Class)

**B. Com Honors**

Management

[Shaikh Burhanuddin Post Graduate College](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwitxYWhkfrYAhUKNI8KHWzPCYsQFggoMAA&url=http%3A%2F%2Fwww.sbpgc.edu.bd%2F&usg=AOvVaw0PEJXk_uYE8qQzbiGNkKk4)

National University, Bangladesh

Higher 2nd class (Marks: 54%)

**Higher Secondary Certificate (HSC)**

Dhaka Board (Science)

# Engineering University Higher Secondary School, Dhaka

GPA: 2.9

**Secondary School Certificate (SSC)**

# Dhaka Board (Science)

# Engineering University School, Dhaka

\*1st division

**Personal Information**

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| Father’s Name: | Late Md. Abdul Wahab Khan |
| Mother’s Name: | Samsunnahar Talukder |
| Date of Birth: | 31-01-1984 |
| Permanent Address: | Village : Fulzuri  Post Office : Shafa Bandor  Thana : Mathbariya  District : Pirojpur |
| Present Address: | House : 6/C  Road No : 334,  Elephant Road, Dhaka. |
| Height: | 5' 10'' |
| Spouse: | Mrs. Tahmina Kabir  Assistant Librarian  Dhaka University Library  Dhaka University, Dhaka. |
| Email: | [*zahidshaon@gmail.com*](mailto:zahidshaon@gmail.com) |

**Reference**

**Md. Nabirul Islam**

**Secretary**

Bangladesh Export Processing Zones Authority (BEPZA)

Contact: 01700784448

Email: [*secretary@bepza.gov.bd*](mailto:secretary@bepza.gov.bd)

**Dr. Ayub Ali**

**Professor**

Head of Plastic Surgery

National Institute of Traumatology and Orthopedic Rehabilitation (NITOR), Dhaka.

Contact: 01819226373

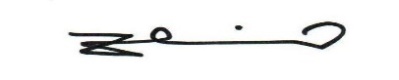
Email: [*ayub59@gmail.com*](mailto:ayub59@gmail.com)

**Md. Abdul Awal Khan**

Member

BTCL, Narayanganj.

Contact: 01550151227



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Signature