

## Md. Rabiul Islam

**Address:** Block# L, Road# 11, House# 15, South Banasree, Khilgaon, Dhaka.

**Mobile:** (+88) 01711 737 778 (WhatsApp), 01712 859 777

**E-mail:** [rabiulpscm@gmail.com](mailto:rabiulpscm@gmail.com)

**LinkedIn:** [linkedin.com/in/md-rabiul-islam-47239a176](https://www.linkedin.com/in/md-rabiul-islam-47239a176)



### Career Summary:

- Accomplished Supply Chain Manager at Akij Group, renowned for optimizing procurement KPIs and resolving intricate shipping bottlenecks.
- Adept in import sourcing, logistics, and financial management, consistently driving cost efficiencies. S
- killed in seamless coordination across departments for timely deliveries, inventory optimization, and fostering robust supplier relationships.
- Backed by a Master's in Procurement & Supply Management and a suite of certifications, offer a proven blend of strategic insight and operational excellence for sustained organizational success.

**Career Objective:** To lead and optimize supply chain operations by leveraging expertise in procurement, logistics, and strategic leadership.

### Key Proficiencies:

- Strategic Procurement Optimization
- Data-Driven Solutions
- Supplier Relationship Management
- Regulatory Compliance Expertise
- Cross-Functional Coordination
- Logistics Optimization
- Financial & Inventory Management
- Supplier Collaboration
- Team Leadership & Development
- Efficient Procurement Procedures

### Job Experience:

*Manager, Supply Chain (Import & Local), Akij Group*

Jan'23 to till now

- Develops robust strategy, optimizing procurement KPIs in Quality, Inventory, Delivery, & Cost Savings.
- Identifies and resolves shipping and delivery bottlenecks through data-driven solutions.
- Manages commercial import sourcing, negotiates prices, and fosters strong supplier relationships, driving improved terms and cost efficiencies.
- Streamlines import documentation for timely consignment release and ensures seamless coordination among Production, Sales, and Finance for smooth shipment schedules and funding.
- Oversees logistics operations, ensuring on-time deliveries by optimizing transportation methods.
- Manages financial aspects, ensuring LC compliance, timely payment releases, and minimized risks.
- Maintains optimal inventory levels, reducing procurement costs, and meeting customer demands.
- Cultivates relationships with suppliers, securing competitive pricing on essential materials & services.
- Provides guidance, training, and performance evaluations to the procurement team, fostering a high-performing unit.

*Assistant Procurement Manager (Import & Local)*

Jul'19 to Dec'22

- Optimized inventory, negotiation, and logistics, cutting lead times and boosting efficiency.
- Resolved diverse supply chain issues, ensuring seamless operations.
- Maximized territory-wide operations through smart inventory management & fast-tracked deliveries.
- Managed purchase orders flawlessly using ERP systems, enhancing procurement precision.
- Fostered strong ties between departments, suppliers, and clients, aligning with business goals.
- Swiftly resolved equipment issues for store managers and associates.
- Nurtured key account partnerships for long-term business growth.
- Crafted efficient procurement procedures, collaborated on improving raw materials & product quality.
- Balanced stakeholder needs while meeting organizational goals.

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#### Senior Procurement Officer

Jul'17 to Jun'19

- Slashed material expenses by 8-10% through streamlined tracking and supply management, optimizing procurement efficiency.
- Instituted incentive programs for suppliers, enhancing performance & ensuring timely deliveries.
- Overhauled inspection policies, ensuring compliance and efficiency in supply chain processes.
- Managed new product procurement & inventory, ensuring availability while minimizing excess stock.
- Collaborated with clients to swiftly resolve claim issues, fostering strong relationships and satisfaction.
- Liaised with managers and supervisors to meet specific procurement needs efficiently.
- Utilized ERP and inventory software for precise purchase authorization and consumable management, optimizing workflow and documentation.

#### Procurement Officer

Jul'12 to Jun'17

- Managed precise monthly reconciliation of purchasing orders, ensuring financial clarity.
- Resolved diverse supply chain challenges, optimizing logistics and scheduling for seamless operations.
- Implemented policies reducing costs and eliminating waste, enhancing financial performance.
- Cultivated vendor relationships, skillfully negotiating prices for favorable terms.
- Responded promptly to calls, creating orders to address equipment issues, prioritizing safety.
- Directed procurement, ensuring sufficient inventory for materials and finished goods.

#### Assistant Procurement Officer

Jan'10 to Jun'12

- Streamlined open order reconciliation, resolving complex supply chain issues & optimizing operations.
- Implemented policies to cut costs and waste, negotiating competitive vendor prices.
- Managed inbound communications, ensuring prompt work order creation & uninterrupted operations.
- Oversaw new product procurement, optimizing stock to meet demands effectively.
- Organized meticulous records, collaborated for promotions, and maintained vendor relationships.
- Negotiated vendor contracts for consistent availability and optimal pricing.
- Maintained timely order tracking, demonstrating adaptability in fluctuating tasks.
- Provided metrics for product availability, costs, and delivery to drive informed decisions.

#### Academic Qualification:

- Master's In Procurement & Supply Management from Brac University with CGPA 3.25 out of 4 in 2020.
- BSc in EEE from Atish Dipakar University of Science & Technology with CGPA 3.19 out of 4 in 2013.
- Diploma in Mechanical Engineering from Jessore Polytechnic Institute with CGPA 3.25 out of 4 in 2008.

#### Professional Qualifications:

- International Diploma in Supply Chain Management (SCM), ITC-UNCTAD/WTO, Switzerland, 2023
- Diploma in Customs, Vat & Income Tax Management (CVITM), American International University, 2023
- Diploma in International Trade Management (ITM), American International University (AIU), 2022
- Diploma in Public Procurement Management (PPM), NAPD, Planning Ministry of Bangladesh, 2021
- Professional Diploma in Procurement, Level-4 CIPS, UK, 2019 (dCIPS)

#### Training:

- Completed comprehensive training at DCCI, Dhaka, encompassing storage, procurement strategies, inventory management, budgeting, logistics, and effective warehouse systems.
- Public Procurement Management (PPM), NAPD, Planning Ministry
- Import-Export Procedure & Documentation, Institute of Professional Development Program (IPDP)
- Export-Import Business Management, Chinese Institute in Bangladesh
- Customs & Bond Management, Corporate Academy, Bangladesh
- Global Import-Export for Commercial & Supply Chain Professionals (International Trade), Bdjobs.

**Computer Skill:** Sound in Microsoft Office Suite

**Language:** Fluent in Bengali and English.

**Signature:**

**Date:**

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