**Curriculum Vitae**

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**Rakibul Hasan**

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**CARRER OBJECTIVE**

To work in a dynamic environment which will provide me with an opportunity to utilize & develop my ability, skill & qualifications as to the challenge of the day.

**CAREER HISTORY**

Specialist, Local Distribution & Warehousing Management (18th November, 2015 to present)   
Company Name: Ericsson Bangladesh Limited

Company Location: Dhaka  
Responsible for the Warehouse & Distribution Management.

**Duties/Responsibilities;**

* Oversee Warehouse & distribution (Primary, Secondary & Return) management.
* Ensure the correct receiving & delivery of the materials into the Inventory system according to the documents & OBI (Open Box Inspection).
* Arrange Transportation for delivery & follow up to arrival the materials on time at destinations.
* Conduct the physical counting & find out the root cause of any discrepancies (if any).
* Keep the Engineering team updated about the daily Inventory & Distribution report.
* Monitor & measure the performance of the 3PL logistics.
* Ensure the Safety & security of the warehouse.
* Conduct the Internal & external meeting for the Logistics issue.
* Ensure the proper documentation of all Inbound & outbound shipment.
* Monitor the safety & security of the Warehouse.
* Conduct training for warehouse & transport concerns.
* Endorse the vendor’s invoice & review the bill tracker of the vendors for payment process.

MCP Site Materials Coordinator (15th January, 2013 to 30th September, 2015)   
Company Name: Chevron Bangladesh Block Twelve Limited (National Energy Services Limited)

Company Location: Habigonj, Sylhet  
Responsible for the Materials Management.

**Duties/Responsibilities;**

* Ensure timely Material Management & Inventory control of Project Material, ensuring subsequent documentation.
* Facilitate day to day material receiving, movements, issuing & storing.
* Ensure Warehouse Safe Work Practices (WSWP) processes for routine warehouse operation.
* Represent project Procurement & Logistics group in the field and attend all meetings & ensure deliverables.
* Participate in Investment Recovery and Inventory Solutions (IRIS), Warehouse Safe Work Practice, Inventory & Spare Parts Management (ISPM).
* Act as a liaison between Supply Chain Management, project team and EPCM contractor's Materials Management team.
* Managing a team of over 10 plus employees.
* Invoicing customers for chargeable warehousing services.
* Making up customer orders for delivery and pickup.
* Verifying assembled orders.
* Coordinating the work of the warehouse team.
* Centralizing the warehouse inventory system.
* Organizing the loading and unloading of trucks and trailers.
* Completing all paperwork and administrative records.
* Inspecting storage facilities.
* Having regular personal contact with vendors.
* Removing damaged pallets and goods from the warehouse.
* Monitoring shipments in transit to ensure their timely arrival at destination.
* Parking goods in the outside storage facilities and yard.
* Managing a fleet of distribution trucks, crane, forklift, and trailer.
* Sending returns back to the companies they came from.
* Controlling warehouse operating costs.
* Reviewing administrative records for accuracy of information and compliance with established procedures.
* Keeping the warehouse inventory current.
* Hiring and training up new warehouse staff.
* Coordinate with procurement team to follow up of the field requirements, Prepare, update the shipment status of the materials & circulate to the requester of the materials.
* Keeping the warehouse clean, tidy and free of unnecessary obstacles.

JOB TITLE: Logistics & Store Section Manager (12th July, 2011 to 14th January 2013)  
Company Name: Quality Paper Mill Limited (Sister concern of Double A Pulp & Paper Co. Limited); Company Location: Dhaka

Responsible for the Logistics & Materials Management

**Duties/Responsibilities**

* Collect the quotations from the different vendors, prepare a comparative statement (CS) to issue purchase order for having goods & services.
* Confirm the Pro forma Invoice, Commercial Invoice, Packing list & other shipping documents.
* Coordinate with the C&F agent to release the goods from the port.
* Lead the logistic team.
* Evaluate the performance of the team.
* Review the invoice of the vendors & process for the payment.
* Draw a plan to keep the goods into the plant area.
* Day to day operations of the store function is carried out in a safe efficient and cost effective manner. Store activities include receivables, storage and disbursement of materials and related reporting. Help to ensure the maintenance and protection of the Refinery Inventory.
* All materials are correctly handled and recorded.
* Ensure stock checking program.
* The store function supports the Refineries operating area and other support services being pro-active in providing advice on stock levels and identifying potential problem areas, such as stock outs and low stock.
* Contributes to the optimization of stock holdings by planning and co coordinating.
* Contributes to the knowledge of customers of the supply system by providing training and assistance.
* Contributes to the continuous improvement/development of supply related processes and the store team.
* Contributes to the achievement of safety and environment objectives by providing leadership in the area of safe working practice and housekeeping.
* Eliminates potential pollution sources and improves environmental performance parameters.
* Unloading/loading of delivery trucks and vehicle including materials, material handling equipment’s and all consignment paper works.
* The unpacking, acceptance/rejection of items and locating and disbursing activities for inventory, direct change and capital items according to the order details, delivery notes etc. This process includes the resolution of any discrepancies and invoice queries directly with the supplier.
* Receivable of materials/service is accrued in the accounts payable system.
* Security, Identification of stock and housekeeping.
* Arrange Stock Checking
* Issuing the goods as valid request.
* Prepares materials for dispatch and delivers them using whatever means are appropriate.
* Participate in the development of the store system.
* Planning, implementing and monitoring of the departments training program.

JOB TITLE –Assistant Manager (Logistics) (10th September, 2008 to 10th July, 2011)  
Company Name: Huawei Technologies (Bangladesh) Limited; Company Location: Dhaka

Responsible for the Logistics & order fulfillment

**Duties/Responsibilities**;

* Prepare the pro forma invoice according to the Bill of quantity, Customer purchase order and Sales contract. Send the draft pro forma invoice to the customer & make it final as customer confirmation.
* Follow up for LC and advance payment with Customer and related Account Manager.
* Make the final production plan into the manufacturing software (Contract Processing platform) according to the pro forma invoice and Bill of quantity (BOQ).
* Follow up with the manufacturer for the final packing list.
* Prepare the commercial invoice; confirm the packing list and shipping documents.
* Prepare shipment schedule according to confirmation of manufacturer, inform to the customer and internal team accordingly.
* Oversee warehouse, distribution & transportation management.
* Ensure receiving of the materials, storing, and documentation & update the Inventory software. Conduct the physical counting of the materials at Warehouse & mitigate the discrepancies of stock.
* Collaborate with the Project/ Engineering team about the materials receiving, distribution & aging stock.
* Ensure distribution of the materials according to the requirement of Project/Engineering team & preservation of delivery notes, manifest etc.

JOB TITLE – Warehouse Supervisor (29th May, 2006 to 21st August, 2008)  
Company Name: Motorola Telecommunications (Bangladesh) Limited ; Company Location: Dhaka

Responsible for the Materials Management

**Duties/Responsibilities;**

* Update the Inventory Software with New Shipment, Return Shipment, Delivery etc.
* Check & Preserve the documents of New Shipment , Return shipment & delivery
* Managing, monitoring, tracking for on time & error free deliveries
* Conduct physical counting
* Managing & monitoring inventory level to ensure no out of stock situation
* Equipment Tracking Sheet according to the Destination
* Prepare Faulty Equipments Tracking Sheet; prepare packing list & process for export to repair.
* Issue Purchase order for the Warehouse Rent & Transportation
* Assessment of the invoices which has been submitted by the vendors & submit to the Finance Team for payment
* Monitoring Standard Operation procedure (SOP) in the Warehouse & act if needed.

JOB TITLE –Warehouse Officer (1st August, 2003 to 30th April, 2006)  
Company Name: Jamuna Papers & Board Mills (Pvt.) Limited; Company Location: Chittagong

Responsible for the Inventory Management

***Duties/Responsibilities:***

* Prepare the Inventory Report.
* Confirm the stock position for the production.
* Physical Checking of the materials.
* Check the stock card.
* Endorse of the supplier’s delivery challan.

**KEY SKILLS AND COMPETENCIES**

Warehousing:

* Experience of handling domestic and international shipments.
* Knowledge of the latest warehouse procedures, equipment and software.
* Ensuring regular material flows from the warehouse to the production line or site.
* Managing change and process improvement.

Personal:

* Exceptionally alert to issues of Health & Safety. Participated Health, Environment, safety, Lifting & Rigging training program.
* Neatly groomed appearance.
* Behaving and communicating in a professional manner.

**AREAS OF EXPERTISE**

Stock control  
Inventory management  
Warehouse management

Distribution Management

Order fulfillment

Vehicle management

ERP Software (Inventory Module)

Microsoft Office 2007, Internet, Lotus Notes.

**ACADEMIC QUALIFICATIONS:**

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| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Passing Year** | **Duration** |
| Post Graduate Diploma in Supply Chain Management (PGDSCM) | Supply Chain Management | Bangladesh Institute of Management Studies(Affiliated with International Qualifications Network, UK) | Awarded | 2014 | 6 Months |
| Master of Business Administration | Accounting | Chittagong University | GPA-3.11 | 2003 | 1 Year |
| Bachelor of Business Administration | Accounting | Chittagong University | Second Class, Marks :46.63% | 2001 | 4 Years |
| Higher Secondary Certificate | Commerce | Chittagong Government Commerce College | Second Division, Marks :48.17% | 1994 | 2 Years |
| Secondary School Certificate | General Science | Chittagong Municipal Model High School | First Division, Marks :68.11% | 1992 | 5 Years |

Attended 02(Two) months long Internship program at First Security Bank Limited on 2002.

Scored Band 6.0 in International English Language Testing System (IELTS) held on March, 2006.

**PERSONAL DETAILS**:

Date of Birth : 7th January, 1977

Father’s Name : Late Shafikul Anwar

Mother’s Name : Late Rezia Begum

Permanent Address : PO+Village-Dharmapur

Thana-Fatikchore

District- Chittagong

Marital Status : Married



(Rakibul Hasan)