

MD. SHAHEDUL ISLAM

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CAREER OBJECTIVE

Looking an opportunity to lead a team of material management at any national or multinational company. In order to achieve my goal, I am completed the Master of Business Administration on major of Supply chain management and various on-line courses from Halliburton university.

PERSONAL STATEMENT

I am professional with extensive experienced on warehouse, production Store, maintenance, and material management. Highly organized and efficient person with a thorough and precise approach to product service line which has produced excellent results to date. Able to manage own time effectively, and priorities workload. Habituated at working to tight deadlines and under considerable pressure.

Key Skills:

- A regular user of Microsoft Outlook, Microsoft Office
- Efficient to run ERP software (SAP) WMS and MM module
- Highly organized, efficient on job roll (Material Management & Inventory Control)
- English communication skills, both written and verbal

EDUCATION:

EMBA, Major of Supply Chain Management, Southern University Bangladesh, 2020
Bachelor of Arts (Pass Course), National University in 2008.
Diploma in Mechanical Engineering, Technical Education Board in 2002.
SSC (Dhakil), Bangladesh Madrasah Education Board, in 1996.

Employment History:

Senior Executive, Material Management (January 01, 2018 – Continue)

Acorn Infrastructure Services Ltd. (300 MW HFO based power plant)

Duties/Responsibilities:

- Manage overall activities of store operations including issuance / receipt of materials and make sure that vendor is delivering the goods on time whether the quality of goods is standard.
- Receiving purchase requisition through SCM to provide technical specification, sourcing Vendor and collect the quotation from local market to choosing the best alternative.
- Responsible for sensitive store including general store, Spare parts, and consumable materials.
- Provide regular reports of daily stock, monthly stock, delay, ageing, delivery to head of SCM.
- Ensure proper storage of all materials, spare parts, general and goods kept under custody and undertake regular stock auditing activities as per the defined audit procedure.
- Ensure proper documentation; maintain requisition, gate pass and delivery register.
- Maintain physical stock and prepare Materials Received Inspection Report (MRIR).
- Ensure safety, quality, compliance activities and clean and tidy store site in workplace.
- Coordinate with concerned Department(s) to maintain receives and delivery schedule from transport service providers for smooth logistic support material delivery.
- Storing materials in accordance with the system in force to ensure continuous availability ensuring that all items are well organized and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.)
- Supervising materials and goods orders and dispatch in order to ensure its rational use.
- Controlling warehouse limited access to authorized & ensuring doors & all exits are secured.

Warehouseman, (Material Coordinator II) June 01, 2013 – December 31, 2017

Halliburton International GmbH, (A multinational company engaged with oil & gas)

Duties/Responsibilities:

- Receive incoming shipments of product, verify material against receiving documents, verify receipts against delivery manifest and/or purchase order. Stock products in proper locations according to standard company practice and update BIN into SAP.
- Work from computer-generated picking documents to select products ordered. Prepare, labeling product for shipment then complete GR/GI using SAP Software.
- Perform daily warehouse duties for the loading, offloading, shipping material to appropriate customer locations.
- Work closely with the Procurement in Dhaka Office and provide them with all support and assistance for executing field procurements as it deemed necessary.
- Cooperate with all peers to establish and maintain a high level of morale with the facility and throughout the company by promoting a teamwork environment.
- Identifying the material as requested per company supply system, maintaining the files for record keeping purposes and audits inspections.
- In addition to working for inventory team, I had a chance to experience about Cycle Counting (ABCD) as a part of my job rotation. My job responsibility is controlling 5000+ SKU to conducting physical inventory follow up.
- Maintained fuel registers for machineries and generator for consumption record purpose.
- Responsible to communicate with vendors for logistics issues related to procurement when required.
- Keep the store and asset list updated regularly and prepare monthly inventory report on time for Supervisor's review and onward submission accordingly
- Identify opportunities to minimize inventory levels or identify slow-moving or obsolete inventory and make recommendations for investment recovery opportunities.
- Follows all safety rules, procedures and wearing required personal safety equipment.

In-charge, Production store and Inventory (October 01, 2010 - March 10, 2013)

A K Khan Pen-fabric Company Ltd. (A Joint venture Polyester yarn manufacturing company)

Duties/Responsibilities:

- Manage and ensure daily RM & PM availability for production from warehouse through proper documentation then make a production plan as per buyer requirements.
- Supervise daily activities and utilize efficient manpower, machinery, and materials to improve productivity
- Responsible for physical inventory once a month to cross check with the monthly inventory report
- As a member on inventory team, I Work from computer-generated picking documents to select products ordered. Prepare, label and pack product for shipment. Ensure timely delivery of expedited products to customers.
- Receive incoming shipments of product, verify material against receiving documents, and verify receipts against delivery manifest. Stock products in proper locations according to standard company practice. Work from computer-generated picking documents to select products ordered. Prepare, label and pack product for shipment.
- Perform daily warehouse duties for the loading, offloading, shipping, and purchasing of materials from local market then route material to appropriate customer locations.
- Make periodic physical inventory checks as cycle count once a month, conduct in taking physical inventories and ensure reconciliation is completed timely. (Accuracy goal is 100%)
- Identifying the material as requested per company supply system, maintaining the files for record keeping purposes and audits inspections.
- Identify opportunities to minimize inventory levels or identify slow-moving or obsolete inventory and make recommendations for investment recovery opportunities.

Shift In-charge (June 01, 2002 - Sep 30, 2010)

S Alam Group (Steel and CNG Plant)

Asadgnj, Chittagong

Duties/Responsibilities:

- Plant operation and maintenance
- Preventive maintenance of supporting & main machine
- Supporting in any breakdown maintenance & preventive maintenance; Regular Problem solving, trouble shooting in production floor.
- Supporting Engineering department in project implementation.
- Supporting store team for monthly physical counting and inventory.

Specialization:

Able to manage 6000 SKU as well as inventory using software SAP. I am expert to handle all Kinds of Raw Materials, Packaging Goods, Chemicals, Explosives and Spare Parts etc. I am expert to maintain the 5 S at all environments.

Professional Qualification:

| Certification | Institute | Location | From | To |
|---|------------------------|-----------------|------------------|------------------|
| Supply Chain Security Container and Security Seal | Halliburton university | Online course | April 28, 2014 | April 29, 2014 |
| Supply Chain CT-PAT Security and Awareness | Halliburton University | Online course | February 5, 2014 | February 6, 2014 |

Personal Details:

Father's Name : Late Md. Abu Tayyab Chy
Mother's Name : Mrs. Shanara Begum
Date of Birth : October 02, 1981,
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 2362627370
Religion : Islam
Permanent Add : Vill- Juidandi, P.O- Burumchara. P.S- Anowara,

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> | <u>Reference: 02</u> |
|-------------|---|---|--|
| Name | : Md. Eraj Hossen | Haras Uddin | Md. Rejaul Karim |
| Designation | : Dy. Manager, Acorn Infrastructure Services | Country Manager, Great Union Corporation | P&M Lead, Halliburton International GmbH. |
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| Relation | : Professional | Other | Professional |