

S.M. SHAFIUL AZAM

Address: BICHITRA PHARMA Road No-4, House -169 Mohammadia Housing Society,
Mohammadpur Dhaka-1207, Bangladesh.
Mobile No 1: +8801819258882
Mobile No 2 : +8801979-258881
e-mail : shafiulazam2007@yahoo.com



Career Objective:

To Secure a challenging full time position where, I can put my full effort to achieving organization set objective and ultimate goal in any challenging environment.

Career Summary:

About 12 years working experience in the field of HR Admin , Sales & Marketing , Logistical Support to supervision, Production, Supply, Storage, Distribution, Monitoring the activities, Sales Promotion, Decision making, Communication with Corporate Level to Field Level, Fix up of Price base on demand, availability and consumer purchasing capacity to Purchase, quality control of the product, Supply of the product as per market demand & over all Management and control.

Special Qualification:

Having a good Knowledge in IT & Photography. (i) Conversant with operating common computer software including e-mail, internet & others. (ii) Photography with laboratory work.

Employment History:

Total Year of Experience : 12.2 Year(s)

1. Assistant Manager (HR & ADMIN) (August 1, 2016- Continuing)

EON FOODS LTD. (Sister Concern of EON Group of Ind.)

Company Location : MAWNA, SREEPUR , GAZIPUR

Department: HR & ADMIN

Duties/Responsibilities:

Maintaining attendance, leave, discipline, Holiday Management, pay structure, payroll payment. performance evaluation training , staff welfare, benefit schemes etc.

Supervise & manage the support staff to ensure the assigned tasks are completed in effective and timely manner.

Ensure proper documentation of employee`s movement & communication.

Checking the invoice prior to payment related to office maintain and other related matters.

Ensure seating arrangement of the employee`s.

Store management of office stationeries & also responsible for office beautification.

Prepare monthly salary attendance.

Responsible for the recruitment and selection process in Factory.

Updating the vacancies rack and provide the summary report to GM HR monthly basis

Work with GM factory and colleagues to develop and implement effective induction programs and material.

Administrative correspondence with Govt. Non-Govt. organization as per requirement.

Coordinate all types of meeting as and when instructed.

Manage legal issues with employees and handle grievances.

Ensure maintenance of all office equipment`s, monitor and maintain effective functionalists of Electricity, Generator, Computers, CCTV, Internet, Water supply and air coolers.

Conduct fire & evacuation drill and other training to enhance knowledge and awareness of the workers of the factories.

Sensitive area must be checked regularly. Coordinate training on fire, safety to all worker`s & employees of the factory regularly. Monitor, Review & Regular check -up all types of fire equipment. To ensure having personal safety equipment like mask, metal gloves, eye guard, needle guard pulley cover, goggles, ear plug, gumboot rubber apron, ear plug for worker are working in machines & chemical store. Ensure the total fire safety of the factories. Administration, Security Management, Files and Assets Management. Will carry out management instructions and execute policies. Maintain all personal files and carry out

monthly cross Check. Maintain register separately for leave, new employees, insurance, maternity, inter-transfer, show cause, warning and discharge. Any other task assign by GM (Operation)

2. Assistant Manager (Procurement & Logistic) (July 1, 2014 - July 31, 2016)

Earshad Brother Corporation (Sister Concern of Earshad Group)

Company Location : Dhaka

Department: Procurement & Logistic

Duties/Responsibilities:

Day to Day purchasing activities of spare parts after market explore. Purchase requisition properly check. Purchase register maintain and update properly. Monthly purchases statement prepare and workshop visit. Carry out all types of purchases, maintaining procedure and have to follow future material availability. Collection of purchases /materials requisition from submitted and concern department. Sourcing New vendors market survey and vendor`s enlistment and prepare comparative statement. Follow up with vendor`s warehouses /use ensuring timely delivery of quality goods and service. Co-ordinate receiving quantity, measurements delivery date, led time, lot size and price unit. Ensure and follow up materials quality. Liaison with factory premises and relevant section time to time. Any other tasks as assigned by Superior. Plan, organize and direct work with transport department in order to ensure smooth functioning of the department with the most efficient use of resources.

Continual improvement of technical aspect in relation to smooth transport operation.

Administer operations, repair maintenance of around 200 vehicles at workshop. In addition repair maintenance of around 75 vehicles of sister concerns.

Develop specification of vehicles required for transport department and other sister concerns.

Act as a member of tender opening (TOC) and tender evaluation committee (TEC) for purchasing vehicles and spares.

Develop policy and procedures of operations and maintenance of vehicle with setting standard.

Ensure quality repair and vehicle maintenance through own workshop of around 200 vehicles.

Inventory management provisioning of quality spares for easy and smooth maintenance of vehicles analyzing consumption rate, trends etc.

Prepare agreement with distributors suppliers workshops for spares materials and carrying out repair maintenance work.

Prepare agreement with CNG and fuel (octane & diesel) filling stations.

Ensure efficient vehicle use for pick and drop of staff and others duties at Head office & Field office and transportation of goods of programmed against requisitions.

Ensure compliance and safety of vehicles.

Analyze requirement and replacement of vehicles and place requisition for vehicles.

Plan disposal of damage old vehicles, spares and materials.

Prepare and implement preventive maintenance program to minimize cost and maximize use of equipment.

Ensure management information system (MIS), tracking of vehicles etc.

Prepare budget of the department and budgetary control.

3. Assistant Manager (Logistics & Distribution) (October 1, 2002 - April 30, 2006)

Mir Cement Ltd. (Sister concern of MIR AKTER HOSSAIN LTD.)

Company Location : Dhanmondi, Dhaka

Department: Distribution

Duties/Responsibilities:

To oversee day to day vehicle operation, maintenance & distribute to customer as per delivery schedule efficiently. To work closely with BRTA and keep update all necessary documents. To repair, maintain overhauling of centrifugal pump, compressor, and fabrication work etc. To renew Tax token, fitness, insurance and route permits of Vehicles from BRTA. Drafting Agreement with Transport Company.

Preparation of daily Supply schedule as per order, and weekly and monthly total delivery & comparative statement

Check & verify the transport bill for payment.

Ensure smooth delivery of goods all over the Bangladesh.

Arrange the delivery order to main store for dispatch of the goods .according to the requirement of the sales Manager.

Collect regular receiving challan ensuring smooth delivery and monitor proper documentation.

Record all sales invoice with delivery challan.

Arrange truck, cover van, ship, barge and coordinate with all department and factory/ warehouse.

Arrange transport agent with labor to deliver the goods properly and correctly.

Coordinate with all transport agents and factory / Terminal. Implement contingency plan when required in consultation with General Manager.

Supervise the Management of Logistics and Transportation for the factory, including the movement of equipment and supplies, the transport pool.

4. **Manager (Sales) (April 26, 1997 - October 10, 2001)**

Munasser Sport

Company Location : Jeddah, Kingdom of Saudi Arabia

Department: Sales

Duties/Responsibilities:

- Prepare report of each and every item of the company and prepare new purchase order according to the stock and price of the goods.
- Arrange to keep the stores materials systematically and in correct places, make sure that the stores materials received are recorded properly and correctly.
- Make inquiry about new items according to the market and confirm order with supplier.
- Prepare Letter of Credit of Bank in the Name of supplier and follow the Procedures.
- According to the advice of shipping co. arrange B/L Cntr, deposit and release original delivery order from the relevant shipping company.
- Submit the full set of documents to custom clearing agent for clearing goods Sea/Air port.
- On arrival of goods in main store inspect the quantity of goods and prepare the cost and sale price.
- Arrange the delivery order to main store for dispatch of the goods according to the requirements of the branches.
- Record sales invoice & Transfer invoice in computer and enter the stock of newly purchased items in to computer.
- Over all correspondence connected with purchase, sales, accounts and general administration.
- Monitor Credit situation, Achieve target sales and collection of payment.
- Plan for regular formal meeting dealer, retailer & corporate clients to assess their problems and plan.
- Care of general administration and to officiate and take responsibilities to Managing Director during the period of his absence.
- Prepare fax to suppliers and bank and reply to the suppliers inquires and all business letter.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Com	Management	University of Dhaka	Second Class, Marks :55%	1993	One Years	-
B.Com Honors	Management	University of Dhaka	Second Class, Marks :54%	1992	Three Years	16th Place
HSC	Commerce	Parashuram Drgee College	Second Division, Marks :55%	1989	Two Years	-
SSC	Commerce	Guthuma K.B.A Aziz High School	First Division, Marks :68%	1987	Ten Years	Scholarship

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internal Audit Training on ISO 22000:2005	Internal Audit and Management Review System	Global Compliance Initiative	Bangladesh	EON FOODS LTD, Gazipur, Dhaka	2017	One Day
Certificate Course	Computer Certificate Course	System Communication Network	Bangladesh	Fakirapool	1995	3 (Three) Month

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Arabic	Medium	High	High

Personal Details :

Father's Name : Syed Jamal uddin
Mother's Name : Jaheyda Begum
Date of Birth : February 1, 1972

Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 19723025108807088
Religion : Islam
Permanent Address : Vill : North Guthuma (Mir Bari), Po : North Guthuma, P.S : Parashuram, Dist : Feni, Bangladesh
Current Location : Dhaka

Reference (s):

Reference: 01

Name : Sanjib Kumar Saha
Organization : Meghna Cement Ltd.
Designation : Sr. General Manager (Sales)
Address : Fresh Villa, Road-15 House -343 Gulshan -
1, Dhaka-1212
Phone (Off.) :
Phone (Res.) :
Mobile : 01713-007136
E-Mail : ksanjibsaha@gmail.com
Relation : Professional

Reference: 02

Kamal Hossain
Emirates Cement Bangladesh Ltd.
Head-Sales & Marketing
Chandiwala Mansion, Level-4, House No-32, Road
No-11, Block-G, Banani,Dhaka-1213 , Bangladesh
+8809870098

+8801708122888
kamal.hossain@star.adityabirla.com
Others

Signature :
Date