

# **RESUME OF MD. ABDUR RASHID**



## **Mailing Address:**

319, South Paikpara,  
Mirpur, Dhaka- 1216.  
Cell: **01745-232426**  
E-mail: [abdurashid226@gmail.com](mailto:abdurashid226@gmail.com)

## **Career Objective:**

To develop a career in any challenging environment where there is an opportunity of self-assessment and self-improvement in both individual and group based work that will ultimately lead to the further development of the company and me.

## **Job Responsibility:**

1. Formulate effective and fit for purpose RFQ/ RFP/ RFI.
2. Develop and implement of contracting and sourcing strategies.
3. Evaluate offers by implementing different techniques CS.
4. Short listing suppliers and conduct negotiation.
5. Obtain necessary approval from Management and issue PO
6. Follow up with suppliers and other stakeholders till materials available in WH
7. Maintain robust vendor pool (pre-qualification, enlistment, categorization, deactivate).
8. Ensure timely submission of the bills to accounts for final settlement
9. Insuring all vehicles Servicing and Maintenance on time.
10. Controlling and allocation of all vehicles spare parts suppliers in Bangladesh.
11. To be able to inspect and repair all vehicles with the help of technicians.
12. Supervisions and recommendation of maintenance and repairs office transports.

## **Professional Experience:**

- |                               |   |
|-------------------------------|---|
| <b>1. Name of Company</b>     | <b>: Ofazuddin Spinning Mills</b>                 |
| Designation                   | <b>: Maintenance Officer</b>                      |
| Duration of service           | <b>: From 11 November 2011 to 15 January 2013</b> |
| <br><b>2. Name of Company</b> | <br><b>: NAVANA CNG LIMITED.</b>                  |
|                               | <b>4/ South Kallyanpur, Mirpur road, Dhaka.</b>   |
| <br>Designation               | <br><b>: Executive (Supply Chain Management)</b>  |
| Duration of service           | <b>: From 18 February 2013 to till now</b>        |

### **Educational Qualification:**

#### **Bachelor of Science (B.S.c)**

Institution : Atish Dipankar University of Science & Technology  
(ADUST)

Group : Electrical & Electronic Engineering (EEE)

Result : 3.51

Passing Year : 2015

#### **Diploma In Engineering Examination**

Institution : Pabna Polytechnic Institute, Pabna.

Group : Power

Result : 3.11

Passing Year : 2011

Board : BTEB

#### **Secondary School Certificate (S.S.C)**

Institution : Harina Bagbati High School

Group : Commerce

Result : GPA- 4.13 (Out of 5.00)

Passing Year : 2007

Board : Rajshahi

### **Personal Details:**

Name : **Md. Abdur Rashid**

Father's Name : Md. Abu Bokar Siddik

Mother's Name : Rubia Khatun

Permanent Address : Vill: Dholdob. PO: Bagbati. P.S: Sirajganj Sadar. Dist: Sirajganj.

Present Address : 319, South Paikpara,  
Mirpur, Dhaka- 1216.

Cell : 01745-232426

Date of Birth : 31-12-1992

Nationality : Bangladeshi (by Birth)

NID No : 7343185380

Religion : Islam (Sunni)

Marital Status : Married

Gender : Male

Blood Group : O+

High : 5.4"

**Quality:**

Strong Motivation and Commitment for Work Endurance to Work Long Hours and under pressures  
Ability to Work Independently As well As Team Member Sound Ethical Background Integrity  
Commendable Communication Skills.

**Professional Training:**

Successfully completed of internship with industrial attachment in **Dhaka Sheraton Hotel, Dhaka.**

**Computer Knowledge:**

Computer Fundamental, Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point, Internet, E-mail Browsing etc.

**Languages Proficiency:**

1. Bangla – This is my mother tongue.
2. English – Reading-Writing and Speaking

**Declaration:**

Hereby, I declare that the above information is true and correct to the best of my Knowledge.

**Reference:**

Md. Kamruzzaman  
Procurement Specialist  
World Bank Office, Dhaka  
Mobile- 01716851604

Md. Nowshad Firoz  
Sr. Asst. Manager  
NAVANA CND LTD  
Mobile- 01814-655396

Signature

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**(Md. Abdur Rashid)**

Date:.....