

Last Updated : **April 8, 2018**

MD. MAHFUZUR RAHMAN

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Career Objective:

To work in a challenging and competitive environment strong sense and responsibility is required

Career Summary:

Sr. Officer (Purchase & Procurement) .Meghna Group Of Industries

Special Qualification:

Record Italy FULL DCS Machine installation and Erection work

Employment History:

Total Year of Experience : 7.8 Year(s)

1. Sr. Officer (Purchase And Procurement) (June 1, 2015 - Continuing)

Meghna Group OF Industries Ltd (Fresh Brand)

Company Location : Gulshan-1, Dhaka

Department: Purchase And Procurement and supply chain

Duties/Responsibilities:

Establish and maintain vendor databases

Prepare purchase requisitions, approval and issues purchase orders in accordance with company policy and negotiated terms and conditions.

Assist in the annual physical inventory process, as required.

Participate in specialized projects and assignments related to procurement, as required.

Arrange for samples, testing and evaluation of new products.

Monitor contracts and vendor performance and consult with vendors and/or user departments to implement corrective action when required.

Analyze the purchase request from the user departments and determine the appropriate method of procurement, Quotation and Request for Proposal.

Provide assistance to user departments, when required, in the preparation of specifications, etc.

Operation Of SAP SOFTWARE

2. Sub. Asst. Engineer (Shift in charge) (September 1, 2012 - May 31, 2015)

BASHUNDHARA PAPER MILLS LTD. BASUNDHARA GROUP

Company Location : MUNSHIGANJ

Department: ENGINEER AND PRODUCTION

Duties/Responsibilities:

MAINTENANCE AND PRODUCTION

3. Sub-assistant Engineer (March 1, 2011 - September 30, 2012)

ACI Ltd.

Company Location : Narayangonj

Department: Engineering Department

Duties/Responsibilities:

Utility maintenance in the Pharmaceutical Factory

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Electronic Engineering	Electronics	Dhaka Polytechnic Institute	CGPA:2.92 out of 4	2011	4 years
SSC	Refrigeration and aircondition system	Narayangonj Technical School And College	CGPA:3.91 out of 5	2006	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial Attachment	Broadcasting,Transmission,Power System	ETV Ltd.	Bangladesh	Dhaka	2010	4 months

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Present Salary : Tk. 23500
Expected Salary : Tk. 10,000
Preferred Job Category : Engineer/Architect, IT/Telecommunication, Mechanic/Technician, Electrician/Electronics Technician
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Telecommunication, Software Company, IT Enabled Service, Multinational Companies, Engineering Firms, Garments, Pharmaceuticals, Agro based firms (incl. Agro Processing/Seed/GM), CNG, Chemical Industries

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Chemical Engineering• Electrical/ Electronics• Industrial & Production Engineering• Power Generation

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High

Personal Details :

Father"s Name : Md. Khalilur Rahman
Mother"s Name : Shahana Rahman
Date of Birth : February 19, 1991
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 508,New Ali Para(Pathan tuli) , Shiddhirgonj,Narayangonj
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md.Abdur Rouf	Md. Yousuf Forhad
Organization	: Bangladesh Water Development Board	ACI Pharmaceuticals Ltd.
Designation	: Sr.Gm(Purchase & Procurement)	Asst. Mechanical Manager
Address	:	Narayangonj
Phone (Off.)	:	017174018848
Phone (Res.)	:	
Mobile	: 01713148372	01714018848
EMail	:	
Relation	: Professional	Professional
