

Last Updated : **August 28, 2018**

## **MIHIR GAIN**

Address: House# 48/13, Rupsha Stand Road (Ispahani 1st Lane),  
Rupsha, Khulna, Bangladesh.  
Home Phone: 01767558012  
Mobile : 01730397762  
email:mihirgain@gmail.com, mihir.gani0@gmail.com



### **Career Objective:**

Want to be Head of Distribution/Logistics in any reputed organization. To build a strong carrier in a reputed organization where i could have more opportunity to utilize my skill, knowledge and talent.

### **Career Summary:**

B.S.S-2014, Diploma in computer Science and engineering-2010, H.S.C-2005, S.S.C-2003.

### **Special Qualification:**

Labour law training course (Industrial Relation Institute, Bangladesh Gov. Tongi). kaizen, Highway and Road safety training program. Safe driving training. PMS training, Computer knowledge.

### **Employment History:**

**Total Year of Experience : 8.8 Year(s)**

1. **Assistant Manager, Distribution & Logistics. ( March 13, 2017 - Continuing)**

## **BEXIMCO GROUP**

Company Location : SAM Tower, Gulsan 1, Dhaka.

Department: Distribution & Transport

### **Duties/Responsibilities:**

- ¼ Receive daily delivery schedule from H/O distribution concern and confirm DO Qty from accounts dept.
- ¼ Prepared delivery route plan as per delivery schedule and DO basis. Take action for implement this planning.
- ¼ Ensures compliance with all safety, health, environmental and quality standards according to Government Regulations and Beximco Petroleum Limited standards.
- ¼ Lead Store and inventory management.
- ¼ Lead Inbound and out bound logistics operation.
- ¼ Develop Storing planning raw materials storing and finished goods.
- ¼ Matching report stock, production, delivery and prepared a summary report.
- ¼ Stock limit, slow moving, nonmoving product.
- ¼ Lead Save and safety storing planning and initiative for implementing.
- ¼ Tracking system controlling. And also, continuous coordinate with senior management.
- ¼ Vehicle inspection, brief and motivated driver about their destination, safe and smoothly delivery.
- ¼ Checked vehicle-operational cos regularly and daily activities. Vehicle log book, bridge toll, fuel and others bill.
- ¼ Confirm and informed distributor and concern sales persons about their delivery.
- ¼ Prepared daily dispatch report and send to H/O and others senior related boss by mail and SMS.
- ¼ Lead process to ensure after hours coverage for the location to meet customer demands
- ¼ Drive a continuous improvement focus in all aspects of the location management; process and people. Provide timely and pertinent feedback to Central / Regional teams to improve daily Transportation operations.
- ¼ Monitor and manage costs at a local level to maintain a cost-effective Transportation operation.
- ¼ Ensure delivery driver compliance with relevant distributors warehouse delivery processes.
- ¼ Manage and motivate excellent performance and organization of office staff and drivers to support business targets (bid management, vacation coverage, etc.)
- ¼ Manage the daily hours of service for load unload start and closing time as per Beximco petroleum office order.

## **2. Sr. Officer, Logistics. ( July 3, 2011 - March 8, 2017)**

**Aarong Dairy (BRAC)**

Company Location : Teen Sarok, Laxmipura, Gazipur

Department: Distribution & Transport

**Duties/Responsibilities:**

Prepared route plan and regular schedule maintain of all company & hire vehicle and also VTS tracking.

To ensure product move from production through the supply chain to the end user.

Prepared daily schedule for raw milk collection from 250 chilling center.

Prepared distribution plan after receiving sales demand. Supervise load unload and delivery process, Checked delivery challan and stock revise.

Lead distribution and transportation planning and strategic activities. Supervise delivery, officer. Shift maintains Driver, Helper & Delivery Man.

Prepared all kinds transport and operational related report. Sound administrative action, train, motivates, coach and mentor transport drivers. Asst. Planer and fully implement budgets and reduce cost of operation

Checked Vehicle-operational cost regularly and daily activities regularly. Vehicle log book check. Checked Bridge toll, fuel and others utility bill and street money.

Liaison with Gov. Offices, Police and handling any accidental case. BRTA related works such as Vehicle registration, tax token, fitness, route permit & insurance renewal regularly.

Prepared and checked Driver"s trip allowance also Helper & Delivery Man bill. Fuel Bill checked & submitted to Accounts department.

Regular communication with RM, AM of chilling, Marketing, Sales, Production, Procurement dept. for smooth operation.

Coordinate with HR Department for Transport department employee recruitment, placement & Relations. Maintaining personal file of the employee. To arrange for conducting the meeting, workshop. Performance appraisal.

**3. Assistant Depot Incharge ( January 4, 2010 - May 25, 2011)****PRAN-RFL-GROUP**

Company Location : Middle Badda

Department: RFL-Distribution

**Duties/Responsibilities:**

¼ Maintain total depot Management operation. Prepared various report and send to head office.

¼ Prepared daily distribution route plan as per sales demand.

¼ Supervise total depot delivery and depot damage. Store & Inventory management.

¼ Analyze dealer"s feedback, solved market return and dealer damage issue.

¼ Cross check delivery challan & acknowledgement copy. Communicate with the distributors, sales department.

¼ Arrange hire truck, liaison with different local transportation and for smoothly operation fixed term contract with transportation.

¼ Supervise all vehicle movement, check log book, fuel cost. Driver, loader, delivery man salary and wages.

¼ Supervise load unload and all permanent staffs and casual staff.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BSS	Social Science	Bangladesh Open University	CGPA:2.93 out of 4	2014	3	Accademic
Diploma in computer science & Engineering	Computer	Barisal Polytechnic Institute	CGPA:3.19 out of 4	2009	4 Year"s Diploma	Academic
HSC	Science	Sahide Smrity College	CGPA:3.5 out of 5	2005	2 Year"s	Academic
SSC	Science	Radha Kanto High School	CGPA:3.81 out of 5	2003	2 Year"s	Academic

**Professional Qualification:**

Certification	Institute	Location	From	To
Labour Law Training Course	Industrial Relations Institute, Bangladesh Gov.	Tongi	February 7, 2016	February 11, 2016
PMS	BRAC Learning division	Uttora BLC office, (Head office- Mohakhali)	February 15, 2015	February 16, 2015

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 40000  
 Expected Salary : Tk. 25,000  
 Preferred Job Category : General Management/Admin, IT/Telecommunication  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Canada  
 Preferred Organization Types : Banks, Telecommunication, Wholesale, Software Company, IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Market Research Firms, Buying House, Pharmaceuticals, Food (Packaged)/Beverage, Real Estate, Group of Companies

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Transport/ Airline/ Travel</li> <li>• Logistic Service</li> <li>• Distribution/ Supply Chain Management</li> <li>• Warehousing</li> <li>• Distribution &amp; Transport strategic planing</li> <li>• Operation Management</li> <li>• Administrative management</li> <li>• Budget planing</li> </ul>	Influential & situational leadership style, communication skill, problem solving skill. I realize and trust that three things is very important in any organization for company values, objectives, Goals and to be a best leading organization. This three thins is Team work, Continuously improvement and stack holder satisfaction. I am a good team member, good command of computer, self-motivated, strong confidence about me.

### **Extra Curricular Activities:**

Presently working as Asst. Manager, Distribution & Transport at Beximco petroleum ltd. And having solid working experience of 6.7 plus yearâs in different positions of the countryâs largest & well reputed conglomerate in all around related area like in distribution & transport department. I want to be a Head of Distribution/Logistics in any reputed organization. To build a strong carrier in an organization where I could have more opportunity to utilize my skill, knowledge and talents.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

### **Personal Details :**

Father"s Name : Manoranjon Gain  
Mother"s Name : Mina gain  
Date of Birth : September 14, 1988  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Hindu  
Permanent Address : Vi: Shimul Bari, Po: Kala Bari, Thana: Kotalipara, Dist: Gopalganj  
Current Location : Khulna

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	A K M Ahasan Habib (Retd. Major)	Retd. Major Md. Musleh Uddin
Organization	Beximco Petroleum Ltd.	Cola foods
Designation	DGM Distribution.	CEO.
Address	SAM Tower, Level#11, Plot#4, Road#22, Gulsan#1. Dhaka-1212. .	Gazipur, Konabari.
Phone (Off.)	: 01914-402496	01937-555333
Phone (Res.)	:	
Mobile	: 01914-402496	01715871007.
EMail	:	
Relation	: Professional	Professional

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