

Md Jahangir Hossen

194/1, Madina Shapla, Flat B-2
Rd No-2, West Agargaon, Dhaka
Email: Jhosse:n11@gmail.com



PERSONAL STATEMENT

A conscientious and reliable professional person with extensive experience in managerial roles especially in supply chain management. Highly organized and efficient person, with a thorough and precise approach to projects, which has produced excellent results to date. Able to manage own time effectively, and priorities workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal and customer (internal or external) relations skills.

KEY SKILLS :

Ability to manage time and priorities workload to ensure efficient delivery of all aspects of tasks.

- Supplier Management, Inventory/Stock Management and Team Management.
- ERP-SAP (MM Module) process
- Microsoft Access Programming
- VAT
- Highly organized and efficient
- Good leadership and efficient in administration
- Very Good Technical Knowledge
- Excellent communication skills, both written and verbal
- Polite and professional manner

AREA OF EXPERIENCE

- Shipping (NVOCC)
- Inventory and warehouse management in FMCG (Tea)
- Warehouse and procurement (Cement Manufacturing)
- Distribution and Supply Chain Management (Pharmaceutical)

CARRIER HISTORY:

1. Branch Manager, Aquamarine Distribution Ltd. MGH GROUP, Distributor of SANOFI (Bangladesh) Ltd.

(Aug 2015 to May 2019)

To lead the planning for warehousing and distribution under operation and supply chain department consisting of 30 team members (lead the team), the core responsibilities of this roles are:

A. Planning Schedule Operations: My core responsibilities were to follow and re-arrange well planned master schedule for in-house distribution activities in consultation with sales colleagues with prior approval from the authorities. Conduct comprehensive review of all routes (at least annually) jointly with sales colleagues after physical route riding and take actions on possible merging, splitting, synchronization of routes and re-engineer accordingly.

B. Managing product procurement: Ensure to procure products (Transactional) for warehouse operation and supervision at depot as per requirement of sales forecast from the sales colleagues.

C. Managing Warehouse & Inventory: Ensure proper warehouse operation and supervision at depot as per SOP. Conduct periodic Physical Inventory verification with SAP record (occasional, fortnightly and monthly) and take action if any discrepancy found (corrective and preventive) Warehousing at Distribution Center.

D. Optimizing Better Cost Management: Manage and control OpEx in line with the budget. Track and monitor actual expense. Follow-up and control reverse logistics operation to minimize resource wastage.

E. Managing Collection, Receivable and Credit: Ensure proper follow-up and collection of sales proceeds in time and daily sale proceeds are duly collected and safely deposited to company's bank account and posting in SAP.

F. Ensuring Operational Quality, Internal Control and Compliance : Ensure control and compliance in all operational areas by regular and vigilant monitoring (presence on floor). Implement the actions and recommendations as per findings of annual Internal Process Audit, Quality Audit, Compliance Audit and Corporate Audit (if any).

G. Office administration: Supervise overall office administration including housekeeping, cleaning and security and safety of people, premise and property. Supervise, review and approve DC petty cash expense and re-imbursement process more than 6 million Taka in a year.

2. Sr. Executive – Procurement, Holcim Cement (Bangladesh) Limited, Corporate Office, Dhaka

(Mar 2011 to Apr 2015)

The core duties of this role is to prepare Purchase Orders/Contact/Agreement are compliant with company's policies, code of conduct, ethical standards and procedures. Sourcing and negotiating with the vendors/suppliers/bidders to get most competitive price with best quality product/service and get approval management for selected supplier(s) to raise official CS/PO/LOI.

A. I was responsible to procure of various kinds of materials and services, import and sourcing consumable/mechanical spare for the CIAC (Concrete Innovation & Application Center) Lab of corporate users and Quality department at Plant Laboratory.

B. I have to co-ordinate for opening L/C for spare parts especially for our CIAC lab and sometimes for the factory as per requirement by the users.

C. I have to organize to make all third party/contractor SLA (Service Level Agreement) such as vessels contact, SLA with rental pay loader, leading ISP/IT company, contact with vehicle maintenance & Service center, rent a car company, etc.

D. I was responsible to procure all kinds of IT products/equipment and service like PC desktop/Laptop, printer, Server room fire and safety compliance issues, Electronic goods like Generator, AC/TV/Refrigerator, office renovation work and household goods etc.

E. My core procurement was to ensure all Branding work (like outdoor/high wall painting, bell sign board, shop sign board, Pole sign board and digital display etc), besides, all kinds of branding/Gift items required by the organization.

F. Responsible to issue work order for purchasing air ticketing and responsible to stock, inventory and purchasing of all types of office stationary supplies for the company.

G. I was given to additional responsibilities for vendor enlistment process by verifying all legal documents like Trade license, VAT, TIN, Certificate of Incorporation, Memorandum & Article associations. Also engaged the vendor development related programs yearly basis.

H. Support to implementation of the best practices in ERP solutions, **SAP** (System Application for Products and Data Processing) use and procurement e-tools for purchasing.

3. Executive – Warehouse, Holcim Cement (Bangladesh) Limited, Meghnaferryghat, Narayangonj

(Jun 2011 to Feb 2015)

A. Maintaining Electrical, Mechanical and Fuel store as well as to perform all kinds of transactional activities. To ensure stored in appropriate places and are properly labeled.

B. Time to time record keeping such receipts and issues in Local ERP database software. Maintaining minimum and maximum re-order levels for storage and regular usable spares parts in consultation with concerned operational and technical teams.

C. To ensure timely replenishment of stock of spares by monitoring the reorder level and delivery of finished goods as per dispatch schedule and against delivery orders issued by the marketing department.

D. To ensure proper maintenance and upkeep of warehouse equipment's, trolleys, weighing scales, etc.

F. To submit periodic stock reports/statements to the Finance Department within the deadline.

4. Dy. Executive – Store, M.M. Ispahani Limited, Pahartali, Chittagong

(April 2003 to May 2006)

A. My core responsibilities were to monitor inventory stock control of all kinds of local and imported tea packing materials for to keep smooth production.

- B. I was responsible to forecast material requirement and prepare materials requisition after optimizing present stock to meet production and keep stock at optimum level.
- C. I had to prepare purchase order for the local suppliers under supervision of factory head.
- D. I was responsible to ensure supplier's bills management for payment.
- E. I had to prepare Mushak-11 challan for HDPE/PP materials for the external customers.
- F. In some situation, I had to maintain sales register book Mushak-17, mushak-18, mushak-19 and prepare to submit Dhakhila Patra to VAT office to support in
- H. I had to do administrative works/action when necessary with consulting by supervisor.
- I. I was given to additional responsibilities to work as management representative and co-ordinate to maintain overall ISO 9001: 2000 activities of the factory site.

5. Marketing Officer – Fortune Shipping (Pvt.) Ltd. Chittagong

(April 2003 to May 2006)

- A. Introducing company's profile and its mission throughout to market. Represent the company's excellent service to the customers for making a new platform in the local market.
- B. Provide freight charge as per customer need.
- C. Price negotiation with the customer after collecting from MLO as well.
- D. Prepared shipping order, carrier B/L, house B/L, B/E and monitoring cargo stuffing in the CFS until shipped on board.

EDUCATION

- Master of Commerce (Management), National University, Institute: Govt. Commerce College, Chittagong, Session 1996-1997 Held in 2000 (2nd Class)
- Bachelor of Commerce (Pass), National University, Institute: Chattogram College, Chattogram, in the year 1995 (3rd Class)
- Higher Secondary Certificate (Science), Comilla Board, Institute: Govt. City College, Chattogram, in the year: 1990 (1st Division)
- Secondary School Certificate (Science), Comilla Board, Institute: Nasirabad Govt. Boys School, Chattogram, in the year: 1988 (1st Division.)

SOME ACHIEVEMENTS

I had changed the record keeping system manual to digitally for store department AND created a platform for ERP system. It was a significant change by our team within 3 year where. MM Ispahani Ltd. operating our country since 1947. I got promotion as a management staff from non-management part in their Tea Factory history.

I had completed a Store Management System project in Holcim successfully. It was a part of NWC (Networking Capital) project which was assigned by Holcim Group. I had counted more than 6500 items physically which were occupied in 7/8 stores in that factory. I feed those data with latest version PCS code as per group guide line and able to become live in 2007. After that in 2014 Holcim migrates to SAP-ERP software.

Although I was a employee of Aquamarine Distribution, a sister concern of MGH Group but I had to follow policy and procedures of Sanofi (Bangladesh) Ltd group guideline. Here inventory management was slightly different then Cement and Tea company. As a France based pharmaceutical company, they are very skill to material management and they do not accept anything without their written policy and procedures. So I could able to learn as a team member of that company. However I reduced distribution expenses and saved depot cost reducing overhead and strategic route

TRAINING ATTENDED

- **SAP ERP** (MM Module-Procurement), Topic: Purchasing (PR, PO, Agreement & RFQ), Inventory (GR, GI & Service Entry Sheet), **Institute** : Holcim, Corporate Office, Baridhara, Dhaka, **Duration** : 07 days long
- **Effective Inventory & Warehouse Management** for Organization Improvement, Topic: Procedure of Materials/goods receive, issue, storing, stock trace out, safety stock, lead time, ABC analysis, Just time arrive, EOQ solution etc. **Institute** : Prothom-Alo jobs.com, Kawran Bazar, Dhaka. **Duration** : 01 day
- **PMA** (Project Management Approach), **Institute**: Holcim Training Center, Meghnaghat, Narayangoanj,

- **Inventory & Store Management**, Topic: Material management, stock control, safety stock, goods movement, LIFO, FIFO. ,**Institute** : Holcim Training Center, Meghnaghat, Narayangoanj, **Duration** 01 day
- **MCSE**, Topic: Implementing and Supporting Microsoft Windows 2000 professional, Microsoft Windows XP2001, managing and maintaining Microsoft Windows Server 2003 environment.**Institute** : New Horizons (BD) Ltd. **Duration** 120 Hrs (In six months)
- **ISO 9001:2000**, **Topic**: Implement SOP (standard operation procedures), **Institute** : Arranged by M.M Ispahani Ltd. **Duration** : 2 days long

Participating **Red Cross camp** which was held in school premises on 1987 got training how to help/serve First Aid and help to the people in danger from natural disaster. Work as team member giving relief in flood affected people in Hathazari, Chattogram. Camp arranged by Our Nasirabad Govt. High School for 3 days long

IT SKILL

- Programming : Microsoft Access Programming
- Application : Installation, OPS Windows, LAN, Hardware and Troubleshooting.
- ERP Software : Familiar with **SAP** (Warehouse, Procurement to Distribution) and other database software.

PERSONAL INFORMATION

Name : **MD JAHANGIR HOSSEN**
 Father's Name : Mr. Abdur Rahim
 Mother's Name : Mrs. Hasina Akter
 Permanent Address : 2105, Akbarshah Mazar lane, Uttar Pahartali, Chattogram
 Home District : Vill: Shahgoda, PO: Shahgoda, PS: Muradnagar, Dist: Cumilla
 Date of Birth : October 21, 1972
 Place of Birth : Chattogram City Corporation

HOBBIES AND INTEREST

I had participated in **Red Cross camp** which was held in school premises on 1987 got training how to help/serve First Aid and help to the people in danger from natural disaster. Work as team member giving relief in flood affected people in Hathazari, Chattogram. Camp arranged by Our High School for 3 days long. Besides I like to

- Watching Movies, Games, Listening Music (Bangla, English, Hindi),
- Sports: Football, Cricket, Badminton, Cheese, Playing cards
- Interesting in Science n Technology, Electronics, Internet browsing, participating social work.

REFERENCES

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| 1. Brig Gen Sazzad Mahmud
National Defense College
Apartment Chandramollika
201, Mirpur Cantonment
Dhaka, Cell: 01713-145073
Relation: Cousin | 2. Dr. Engr Golam Mostafa
General Manager
M.M Ispahani Limited
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01937900032, 031-752921
Previous Supervisor |
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(Signature of the Applicant)