

RUBEL MAHAMUD  
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OBJECTIVE

Organized and detail-oriented inventory control specialist is able to utilize great mathematics and auditing skills to control inventory management. Experienced inventory manager with 12+ years of proven success in inventory and warehouse procedures. Skilled at improving inventory workflows, enhancing logistical processes and leading a successful team.

CAREER OBJECTIVE

Manager

JOB EXPERIENCE

Current Job Status

Company Name : Confidence Infrastructure Ltd  
Duration : From 09<sup>th</sup> January, 2022 to till now.  
Designation : *Store In charge (Inventory & Cost Budget Management)*  
Address : Dhaka Trade Center (16th Floor), Dhaka-1215.  
Job Responsibilities :



- Define a strategic inventory planning & action plan on yearly/monthly/daily basis. The objectives in terms of savings cost and stock optimization, warehouse management and main issues in terms of business integration.
- Monitor and enhance department's performance through effective management by using capacity & resources.
- Manage and report to company higher authority for the day-to-day activity of the store including - product/materials receipt, stock issue, and record maintenance.
- Ensure goods inbound & out bound, warehouse management, safety and security within the store. Ensure proper deliveries.
- Manage and coordinate the sales and operations planning including supply and demand forecasting, inventory management, on time delivery.
- Monitor warehouse activities to ensure that goods are stored correctly and safely and warehouse space is used efficiently.
- Reduce Inventory holding cost, logistics cost and through optimized Inventory flow.
- Implementing operational policies and procedures.
- Maintaining documentation and keeping accurate records of Inventory management activities.
- Maintains a safe and clean store environment by developing and publishing evacuation routes.
- Maintain inventory of store by using Modern Software/ ERP.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintain quality service by establishing and enforcing organization standards.
- Contributes to team effort by accomplishing related results as needed.
- Implement all company policies and procedures, including health, safety, and security.
- Highly knowledgeable about FIFO, Inventory Management, Store Compliance.
- Ensure all kinds of departmental activities support and strengthen the strategic objectives of the overall organization.
- Perform any other tasks assigned by the Management.

## **Previous Job Status**

**Company Name** : **Partex Furniture Ltd**  
**Duration** : From Apr 17<sup>th</sup>, 2018 to 8<sup>th</sup> January 2022.  
**Designation** : ***In charge (Inventory Management)***  
**Address** : Madanpur, Bandar, Narayangonj.



### **Job Responsibilities :**

- To develop Project Store Management Plan and Operational Store Management Plan.
- To ensure ISO 9001:2015 inventory control needs are consistently met by improving and developing inventory management process and procedures.
- To manage both inward and outward stock movement maintaining accuracy and integrity of the store/s inventory records including all associated documentation and record keeping for accounting purposes and timely dispatch.
- To manage subordinate's (Inventory Management) activities.
- To develop and maintain a professional relationship with suppliers, contractors, and freight forwarders ensuring smooth operation.
- To Follow FIFO / LIFO method & maintain stock reports on regular basis.
- To ensure stock items are properly segregated and Maintain uninterrupted supply of products.
- To ensure proper storage of items and continuous improvement of work process.
- To oversee inventory control and processing orders.
- To implement store and inventory management systems with control and aligned with ERP.
- To ensure indents are raised on a timely basis & supported by proper documentation.
- To approve incoming materials by confirming specifications, reporting, rejecting or returning unacceptable materials.
- To generate Materials Received Report (MRR) on a timely basis.
- To manage Storage space for large items & their movement in the unit.
- To conduct physical stock taking & verification of inventory.
- To generate required MIS on inventory of various items as required.
- To monitor all kinds of relevant store management functions.
- To coordinate with all related departments for efficient operations.
- To prepare various reports as per requirements of top management.
- To carry out any other responsibilities as and when assigned by the management.
- To ensure that rules and regulations relating to physical custody and preservation of stores are followed.
- To Co-ordination with Production Department Supply Chain, Accounts & Admin Department.

Previous Job Status

Company Name : Epic Group (E.G.M.C.L)  
Duration : From Apr17<sup>th</sup> 2010 to 16<sup>th</sup> April 2018.  
Designation : Senior Officer  
Address : Plot no: 11-22, 26-34, Adamjee EPZ Narayangonj.  
Job Responsibilities :



- Developed and implemented system for delivery and retrieval of product that resulted in effectively increasing productivity and improving inventory management.
- Manage and maintain accurate received and issue record all materials, inventory taking, quality checking as per procedure.
- Ensure proper maintain and operation of the store like safe receipt, storage, retrieval and timely dispatch.
- To ensure proper storage of items and continuous improvement of work process.
- Ensure proper delivers.
- Ensuring product quality.
- Make sure inventory control. Ensure minimum stock level.
- Keep cost and other overheads within the budget limit.
- Develop and maintain software based system for material issue, GRN, receiving, stock position etc.
- Ensure daily/weekly and monthly stock report.
- To carry out any other responsibilities as and when assigned by the management
- Arrange the warehouse activities to ensure that goods are stored correctly and safely and warehouse space is used efficiently.
- To prepare monthly report and submit to the department head & management.
- To maintain store documents & environment as per compliance.

PROFESSIONAL COURSES

- Performance Management System(PMS)  
**Institute:** Partex Cables Industries Ltd.
- Training on System software :Oracle Application ERP  
**Institute:** Partex Industries Ltd.
- Store Management (Effective store management in manufacturing)  
**Institute:** Startbiz Consulting Ltd.
- 5S Auditor  
**Institute:** Epic Group.
- Global Leader ship Training Skill ( 3.83 from 4.00 )  
**Institute:** Epic Group.
- Mid Management and Administration system.  
**Institute:** Epic Group.
- Training On System software: SAP,OMS,OMSv2 & CIMS  
**Institute:** Epic Group

SKILLS

Leadership  
Inventory Control  
SKU Forecasts  
Planning  
ABC Analysis

Inventory & Warehouse management systems  
Communication  
Inventory optimization  
Product replenishing  
Cycle counting

COMPUTER LITERACY:

ERP Module: SAP, OMSv2, ORACLE Application.  
Database: OMS & CIMS.  
MS Tools: MS Office Tools (MS Word, Excel, PowerPoint), Internet etc.

ACHIEVEMENTS

- **Trainer (VMV) at Partex star Group**
- **5S Auditor**
- **Effective store management**
- **OSHAS**
- **Fire Fighter Auditor**

AWARDS

Global Leader Ship Certificate (April 14, 2015)

Language skill:

Language	Oral	Read	Write
Bengali	Excellent	Excellent	Excellent
English	Good	Excellent	Excellent

SCHOLASTIC RECORD

Bachelor of Business Studies (Hon's)

Institute : Govt Tolaram College,Narayangonj.  
Passing Year : 2013  
Result : CGPA 3.42. [Accounting]

Higher School Certificate (H.S.C)

Institute : Business Management College,(BTEB)  
Passing Year : 2009  
Result : GPA 3.54. [Computer Operation].

Secondary School Certificate

Institute : Mizmizi Paschim Para High school.  
Passing Year : 2007  
Result : GPA 3.38.  
Result : GPA 3.38. [Commerce]

PERSONAL DETAILS

Name : Rubel Mahamud

Father Name : Abdul Wahed

Mother Name : Bilkis Akter

Date of Birth : 18<sup>th</sup> April, 1988

Sex : Male

Nationality : Bangladeshi

NID No : 6710443951649

**Mailing Address:** Kutubpur Dakkin

Kanchpur 1431, Sonargaon, , Narayangonj.

Blood Group: B+

Marital Status: Married

Religion: Islam

REFERENCE

Mr. Abdullah Al Masum

AGM

Confidence Infrastructure Ltd

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Mr. Rubel Rana

Head of Operation

Otobi Bangladesh

+88 01713367392

DECLARATION

I, the undersigned do hereby state that to the base of my knowledge and belief, the above mentioned data Correctly described my qualifications, experiences and me.

(Rubel Mahamud)

CV of Rubel Mahamud