
CV OF**MD.HABIBUL KABIR****hktomal@yahoo.com****habibul.kabir@lafargeholcim.com****Cell: +8801712-572217****+8801755-605295 (Official)**

Objective

I want to build my career where there is an opportunity of self development and also pursue a career which involves decision making opportunity that will help for the organizational triumph with my knowledge, competency & integrity.

Professional Experience

PREVIOUS WORK EXPERIENCES**Holcim Cement (Bangladesh) Ltd.****Deputy Manager – Procurement****January 2018. To Continuing****Key Responsibilities:**

- Sourcing strategies for locally and overseas supplied raw & packaging materials.
- The strategic sourcing, procurement planning and supplier management plan to control of appropriate goods and service at the company's desire cost level with high efficient operations.
- Negotiations with the vendors/Suppliers.
- Market analysis to gain insight in the market dynamics/trends/prices. Keeps the price tracking information to manage RM/PM price trend from various sources.
- Measurable goals set to the function that challenge Procurement to continuously improve
- Support overall company objectives by Ensuring Supply to achieve Operational Excellence by doing cost improvement projects jointly with supplier development and factory.
- Identify and Implement of cost savings initiatives under Operational Excellence.
- Active participation and involvement with supplier's development project to increase the new and alternate supplier base.
- Work closely with the factory production & QA chain to identify current and potential supply risks and devise and implement risk mitigation strategies to counter the same.

Holcim Cement (Bangladesh) Ltd.

Sr. Executive – Procurement

January 2015. To December 2018

Key Responsibilities:

- Responsible for E-Auction & E-Sourcing through Bravo Solutions.
- Responsible to create company Contract through Bravo Contract Management.
- To ensure creating purchase order from approved Purchase Requisition (PR) as per desired specification & quality within given lead time.
- Dealing with bank, custom, C&F agent, shipping line, PSI Company & other service oriented company.
- Strategic sourcing, procurement planning and supplier management plan to ensure appropriate goods and service within company's desired cost & budget with optimum level of productivity.
- Implement effective strategies` for cost efficiency and process optimization in an ethical and transparent manner.
- Responsible for material requisition planning (through SAP) to ensure smooth supply of consumable & spare sprats.
- Prepare comparative statement as per company DOA (Delegation of Authority).
- Maintain all purchasing documents for internal & external auditing purpose.
- Maintain vendor evaluation quarterly & yearly as well as their development for sustainable procurement.
- Knowing departmental Health & Safety with detail working knowledge of RA's Risk Assessments & JSA Job Safety Analysis, Control Measures and operating procedure.

Holcim Cement (Bangladesh) Limited

Executive – Project Supply Chain Management

Capacity Expansion Project

March 2012 to December 2015

Key Responsibilities:

- Controlling Project procurement and inventory management for 39 million USD project for cement grinding mill expansion.
- Project contract drafting and contractor management for all major works of the project such as Equipment, civil works, erection & fabrication works etc.
- Developing proper storing & inventory system and initiate capitalization of project equipment & machineries.
- Coordinate for plant & equipment receipts, inspection on arrival and issue Interim Payment Certificates for the delivery or completed task.
- Project implementation plans and 2nd / 3rd level breakdowns, update of Project schedule and propose measures for delay risks.
- Develop Project local procurement policy as well as petty cash policy.
- Implementation, evaluation & development of Contractor Safety Management directive.

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- Involve with SAP implementation team.
 - Project handover process, taking over of commercial contract & project closing activities.
 - Develop system of documentation, data storage, formatting and fine tuning contracts, minutes, action logs.
 - Input product description information on master data in SAP.
 - Take different analytical and strategic decisions for smooth operation.

Rahimafrooz Energy Services Limited.

Officer, Procurement

January 2011 to 29th February 2012

Key Responsibilities:

- Float RFQ/Tender/RFI/EOI; prepare CS as per company policy.
- Issue work order for procurement and convince vendors for suitable credit period for payment.
- Ensure savings in each procurement activities.
- Negotiate and award job(s) accordingly to potential suppliers complying all terms & conditions.
- Ensure VAT & AIT deduction at the time of payment.
- Prepare foreign and local LC documentation and payment collection.
- C & F, transport and insurance cost to be reduced significantly and clearing consignments from port without demurrage.
- Continuously develop alternative supplier force for qualitative & quantitative improvement in procurement activities.
- Ensure local warranty replacement by due date.
- Any other tasks assigned by Management.

BEST & LESS FOUNDATION.

Administrative Officer

April 2007 to December 2010

Key Responsibilities:

- Manage and control departmental expenditure within budget.
- Manage and develop direct reporting staff.
- Assist CEO on Recruitment and Selection process.
- Leave Management and Allocation.
- Employee attendances maintenance
- Dealings with foreign delegates
- Communicate with corporate agents
- Maintain employees' personal file.
- Perform Vehicle Administration.
- Ensure all administrative activities and other compliance issues are adhering to.
- Member of project work.

Scholastic Records

Name of Exam	Year	Group	Division/Grade/CGPA	Board
M.B.A	2011	Major in HRM	3.31 out of 4	American International University- Bangladesh (AIUB)
B.Sc (Hons)	2007	Botany	2 nd Class	National University
H.S.C	2000	Science	1 st Division	Dhaka Board
S.S.C	1998	Science	1 st Division*	Dhaka Board

Personal Information

Father's Name : Md. Darbesh Ali
Mother's Name : Mrs. Kamrunnahar
Permanent Address : House # 57, Sadar hospital road, Vill: Narayanpur, PO: Sherpur town
PS: Sherpur Sadar, Dist: Sherpur- 2100
Date of Birth : 24th June 1983
Nationality : Bangladeshi
Religion : Islam
Marital Status : Married
Sex : Male
Blood Group : O + ve

Computer Literacy

Good commend over ERP Software SAP, Microsoft Office Packages, Internet browsing, Lotus Note, Office Outlook, Microsoft access etc.

Language Proficiency

Good commend over Bengali and English in reading, writing and speaking.

Training

1. Training on SAP MM & IM Module.
2. Training on E-Sourcing E-Auction & E-RFQ methodology.

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3. Training on ICS Lay time Workshop & In-Co Terms.
 4. Training on Microsoft Excel.
 5. Training on Disaster, fire & safety management.

Reference

1. Engr. Md. Arifur Rahman
GM – Supply Chain (Head of Department)
Fair Distribution Limited (Samsung)
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2. Ziaul Karim
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