

RESUME

ABIR CHAKRABORTI

Certificate course on SCM (IBA, DU)

BBA (Finance & Accounting) MBA

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Career Summary:

Presently working as **Executive Commercial at Healthcare Pharmaceuticals Ltd.** Having solid working experience of supply chain management, procurement, commercial and manufacturing accounts related area to achieve supply chain targets in **Manufacturing business** through: **(A) Right time (B) Right Quality (C) Right Price (D) Right place (E) Right Quantity (F) Demand Forecast accuracy and (G) Lean Six Sigma.**

Career Objective:

To achieve a challenging and rewarding career where my supply chain & commercial skills, abilities and experience would be of a great value and offers professional growth while being resourceful, innovative and flexible for accuracy, attention to detail, and timeliness to manage the total Supply chain function.

Proficiencies:

- Commercial SAP Implementation
- Supply chain & Logistics solutions
- Foreign & Local Sourcing
- Foreign & Local Procurement
- LC function with Bank
- Warehousing & Distribution
- Handling C&F agent
- 3rd party contact
- Vendor management
- Communicate with Govt. bodies
- Lean Six Sigma, GAMBEA
- Just in Time (JIT)
- Process improvement

Personal Information:

- **Date of Birth** : 1st Aug'1989
- **Home District** : Natore
- **Fathers Name** : Late Ashis Kumar Chakraborti
- **Mothers Name** : Shata Chakraborti
- **NID No:** 6926302346550

Working Experience:

01. **Company Name:** Healthcare Pharmaceuticals Ltd.,
Nasir Trade Center, Banglamotor, DHAKA.

Designation 1: Executive, Commercial **Duration:** April' 25, 2015 to till now

02. **Company Name:** Mesh Technologies Ltd.,
Basundhara R/A, DHAKA.

Designation 1: Executive, HR & Commercial **Duration:** February' 02, 2013 to April' 23, 2015



Achievements:

- Reduced the Export timeline from 12 working days to 3 working days.
- Effectively handled planning of logistics, bank and production.
- Implemented “JIT” for Order processing Management.

Job Responsibility:

Duties/Responsibilities: For Export;

- **EXPORT Logistics:** Maintaining trucks from Warehouse to CTG Sea Port/ Dhaka Air Port.
- Maintaining ERP (EXPORT)
- Prepare Proforma Invoice, Commercial Invoice, Packing List.
- Prepare contractual agreement & scrutinize of Export LC.
- Provide documents for Price & Vat declaration.
- Scrutinize Draft Bill of Ladings.
- Prepare the Country of Origin.
- Collection of Insurance cover note & Policy for Export.
- Prepare the Export Documentation for C&F & Distribution.
- Prepare the Export Documentation for Bank & Buyer.
- Prepare the Export status.
- PRC Statement prepare for Bank.
- Prepare Selling agreements.
- Follow up the order with the production.
- Prepare the tentative time schedule for the order.
- Prepare of Import Documentation for C&F.
- Follow-up the shipment as well as the production.
- Follow up the shipment.
- Preparing the documents for C & F.
- Receiving the original shipping documents from the suppliers.
- Have faced PSI audit which was inspected by the SGS.

Duties/Responsibilities: For Import;

- **IMPORT Logistics:** Maintaining trucks from CTG Sea Port/ Dhaka Air Port to Warehouse.
- Maintaining ERP (IMPORT)
- Preparation of L/C opening, (Machineries/Raw/Packaging/Spare Parts). TT and direct payment from Bank (Statement).
- Checking of assessment copy considering CD rate, RD rate, VAT rate, AIT rate, ATV rate
- Checking Bill of lading for Chittagong port and Truck chalan for Benapole port.
- Calculation of port charges, shipping charges etc.
- Damage claim considering insurance policy to insurance company
- Prepare of detailed import statement.
- Shipping documents collection from bank.
- Editing or modifying import documents as requested Govt. official and customs.
- Preparing and renewal of IRC, Trade license, VAT registration.

Duties/Responsibilities: For Local Purchase;

- Maintaining ERP for Local Purchase.
- Collecting samples from close end vendors.
- Receiving quotations from vendors.
- Issuing work orders and follow up the work orders up to product delivery.

Training:

- On “Banking, L/C, Customs & Shipping Procedure for Export – Import” from Bdjobs training.
- On “Advanced Ms Excel Training” from Healthcare Training Centre.
- On “QC Circle Training” from BSTQM.
- ON “National QC Circle Training” from BSTQM.
- Attended “Triggers for Personal & Professional Success in life” training by Mr. Gopal Sehjpal.



Professional Qualification:

- Certificate Course on Supply Chain Management, IBA, Dhaka University.



Highest Academic Qualification:

- MBA in HRM from American International University-Bangladesh in 2014
- BBA in Accounting & Finance from American International University-Bangladesh in 2012



Soft Skill, Computer Skill, and Language: Sound for all type of Business operation globally. Got a professional in-house training on Ms Excel.

Self-Assessment:

- Critical Thinking
- Decision Making
- Complex Problem Solving
- Active Learner
- Systems Evaluation
- Systems Analysis

References:

	<u>Reference: 01</u>
Name	: Bikram Aditta Roy
Organization	: Healthcare Pharmaceuticals Ltd.
Designation	: Manager
Address	: Nasir Trade Centre (Level 9 14), 89, Bir Uttam C.R. Datta Road, Banglamotor, Dhaka 1205.
Phone (Off.)	: +880-2-9632172-1156
Mobile	: +8801977157119
E-Mail	: bikram@hpl.com.bd
Relation	: Professional

	<u>Reference: 02</u>
Name	: Reyad Rahman
Organization	: Mesh Technologies Ltd.
Designation	: Director of Operations.
Address	: House # 77(3rd floor), Road#02, Block A, Basundhara R/A, Dhaka 1229.
Phone (Off.)	: +8801844114015
E-Mail	: r.rahman@messtechnologies.net
Relation	: Professional

(Abir Chakraborti)
Signature