

Resume of

MD. RABIUL ALAM

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Career Objective:

To build myself as a professional with a role in a dynamic and challenging environment using my skills & to explore myself in a position that can significantly contribute in achieving an organizational objective.

Career Summary:

1. Manager- Business Operations
S Alam Toiletries- BD (From May'2019 – November'2022)
2. Business Development Manager (February'18-April'19)
Olwel, Bangladesh
3. Senior Coordinator- Business Development and Sales Operations
Aziz Group, Bangladesh (From April'2016 – January' 2018)
4. Deputy Manager-Business Development (From Nov2013- March' 2016)
Merger Communications, Bangladesh
5. Floor in-charge, (From September 2009-December'2012)
Sports World, Enfield, United Kingdom
6. Senior Executive, PMD (January'2006-August'2008)
Delta Pharma Limited, Bangladesh

Professional Qualification:

Certification	Institute	Location	From	To
MBA in Marketing	University of Roehampton, London	The United Kingdom	September 1, 2010	March 28, 2013
Advanced Diploma in Supply Chain Management	United College, London	The United Kingdom	April 2, 2009	September 20, 2010

Key Competence and Responsibilities

A. Business Development, Marketing and Sales (60%)

1. To develop a business plan, yearly forecast, and action plan to execute, and achieve the target with the collaboration of other related departments.
2. To conduct research on market trends & competitors' activities, development and maintenance of a strong relationship with all existing & potential key account customer to retain loyalty.
3. To communicate, coordinate, lobby, negotiate & build a professional linkage with different internal (Management, related departments. Employees) and external (Govt. offices, Distributors, dealers, customers, agencies, suppliers, media, bank, and C&F agencies) stakeholders was a major part of my responsibilities.
4. To design and execute new product promotional campaigning ideas of ATL, BTL, and TTL campaigning to increase brand visibility.

5. Taking care of all required branding and business development activities.
6. To oversee the new account opening and keep them with us as a loyal client.
7. To recruit, coach and mentor all the related people to ensure projected sales on or before time.
8. To oversee the client management team, distribution channel to ensure 100% availability.
9. To oversee retail management.
10. Daily basis sales tracking and take necessary actions based on team performances.
11. To Select, recruit employees and to conduct training to improve their product knowledge and sales tricks were also a key part of my daily job responsibilities.
12. Taking care of all relevant works and supervise marketing and sales team.
13. Taking care of customer care services, complaints, and satisfaction.

B. SCM Operation & People Engagement (30%)

1. To oversee the overall supply chain and logistic.
2. To collect queries/ requisition form different internal departments based on preset yearly business plan or day to day need and to make a purchase schedule based of product or service category with the prior approval of the management. Taking necessary action accordingly to make operation smoother without any shortfall or avoiding over stock as per SOP.
3. To enlist, recruit and negotiate with the new and old vendors/suppliers /Principals (Local and international) to ensure product availability within or before targeted time with the competitive price.
4. Processing all required procurement activities such as sourcing, RFQ preparation, price negotiation, purchase order processing, ordering, tracking, delivery, bills processing and reporting.
5. To visit the market frequently for getting practical knowledge of updated product pricing, market nature and adopt that knowledge to justify the vendor's quotation. Occasionally but the regular visit of supplier's office, production house, warehouse to evaluate vendors' competency.
6. Setting an innovative strategy of product sourcing, supplier selection, recruitment, negotiation and closing contract with vendors.
7. To build a sound relationship with the suppliers and evaluate their performance based on dedication, delivery schedule as well as the quality of work/products.
8. Working on invoices, bills, and related document to make billing system smoother with the help of the concerned department according to the company policy.
9. To conduct a quarterly vendor's coordination meeting to convey the company's gratitude for their tremendous effort for making our company's operation smoother. And to inform them about our new strategy regarding our supply chain (if any).

C. HR, Reporting, analysis and record keeping (10%)

1. Collecting all required data, keep those data in own system, and make some analytical work before submitting a regular report to the management.
2. Keeping all required information both in virtual or physical in a professional system.
3. Analysis of the daily sales and progress, stock report, consumption frequency, inventory of ready products or raw materials, over stock.
4. Arranging monthly coordination meetings with all internal stakeholders.
5. To look after whole operations including admin, Sales & Marketing, Finance.

Academic Qualifications:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Master of Business Administration (MBA)	Marketing	Roehampton University, The United Kingdom	Awarded	2013
Master of Science (MSc)	Biochemistry	Rajshahi University	Second Class	2005
Bachelor of Science (BSc)	Biochemistry & Molecular Biology	Rajshahi University	Second Class	2004
Advance Diploma	Supply Chain Management	United College, UK	Awarded	2010
HSC	Science	Dinajpur Government College, Dinajpur	First Division	1998

Professional Trainings:

Training Title	Topic	Institute	Location	Year	Duration
Business Development & Communication	Brand management, communications, sustainable marketing and business strategy, Business management	PUM, The Netherlands	Dhaka	2017	20 Days
New customer Development & Market penetration	Marketing & Sales	MOTIF, USA	Dhaka	2016	15 Days

Personal Details:

Father's Name : Md. Abdur Rouf
 Mother's Name : Mst. Monowara Begum
 Date of Birth : November 28, 1980
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village: Chandanchahat, Nekmarad, Ranisanail, Thakurgaon-5121
 Current Location : Dhaka
 Blood Group : B+

Special Recognition & Achievement

1. Elected as General Secretary of a business developmental but voluntary organization (Switch2Jute) for the year 2016-2018. This organization was initiated and guided by European Union and CARE Bangladesh. Hundreds of SME,s, Two thousand underprivileged women and 30000 farmers form north and south side of Bangladesh are the member of this organization.
2. Elected as the representative by international students to represent them in International

student council of the University of Roehampton, London.

3. Elected as the founder president and General Secretary of a charity organization "SWAJON, An organization of self-blood donors" in Rajshahi University for the year of 2003, 2004 and 2005 respectively.

References:

Ref: -01
Mr. Sajedul Karim
Manager, Technical
SGS, Bangladesh
Mobile: +88-01712-248536

Ref-2:
Mr. Waliur Rahman
Manager, Marketing & Merchandising
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I, Md Rabiul Alam, am declaring that all that information given herewith above is true in all aspects.

Best Regards,

Md Rabiul Alam

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