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MD. JULKERNYNE

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Present : 9026 Gyor, Egyetem ter 1. Hungary.

WORK EXPERIENCE

Assistant Manager-Procurement

Centre for Rehabilitation of Paralysed (CRP) [03 May 2025 – 18th Sep 2025)

City: Savar, Dhaka

Country: Bangladesh

Website: www. https://www.crp-bangladesh.org

Name of unit or department: Procurement - **Business or sector**: NGO/Charity

Responsible for administering and executing procurement: Process regarding goods, materials & machines in line with purchasing procedures of CRP for office & concerned departments, Seek approval of expenses for procurement of materials and equipment requested by different departments, Collect quotations and ensure the best value of CRP resources, Render necessary and timely support for regular and yearly purchase related activities, Initiate and share ideas for developing different policies like procurement, transport management, Ensure the best value of money by purchasing the best quality items through proper market study. Follow up PI, PO, LC opening and shipment as per time schedule.

Activities related to Inventory Management: Prepare purchase orders & coordinate in receiving, storing and issuing goods as required and asked, Manage stock levels and distribute supplies from stock as required and asked, Maintain stock records, Prepare inventories as required and asked, Prepare reports on adjustments to inventories, spoilt or damaged stock and changes in stock location as required and asked, Find sources of supply and obtain quotes from suppliers as required and asked, Coordinate purchasing inventory functions as required and asked, Prepare and maintain inventory of all fixed asset as required and asked, Get rid of surplus stocks and obsolete stock as required and asked.

Major Activities related to General Administration: Render support to activities organized by CRP like seminar/ workshop, conference, special Meeting etc., Event management. Responsible for administrative correspondence, Supervise, monitor and evaluate activities of supporting staff

Assistant Manager-Material Sourcing & Commercial

Bata Shoe Company (Bangladesh) Limited [27 Dec 2018 – 30 Apr 2025]

City: Gazipur

Country: Bangladesh

Website: www.batabd.com

Name of unit or department: Supply Chain Management - **Business or sector:** Manufacturing

- To collect information, quotation from local and international market about chemical- bas ed product price trend in the respective industries they have been assigned to and cultivate friendly relation with all suppliers.
- Ensure the chemical stock within predefined estimate in warehouse as per company standard, Sourcing and monitoring CKD & SKD import from overseas.
- Ensure that material H,S code and customs duty as per Bangladesh customs declarations and perform Govt. regulatory works Narcotics & Explosive License, NOC.
- Prepare monthly forecast based on market demand as well as previous year buying history and Claim settlement for CKD, SKD.
- Ensure all original shipment documents of imported chemicals received on time as well as ,as per Bangladesh customs requirement.
- Keeping communication with the Narcotics and Explosive authority.

- Follow up PI,PO, LC opening and shipment as per time schedule.

Senior Executive-Procurement

Star Ceramics Ltd. [17 Jan 2017 – 25 Dec 2018]

Address: Bijoy Rakeen City, Plot-1/2, Block - D, Section -15 Mirpur, 1216 Dhaka (Bangladesh)
Website: http://starceramicsbd.com

Name of unit or department: Supply Chain Management - **Business or sector:** Manufacturing

- Sourcing for suppliers.
- Supplier Analysis and Negotiations.
- Manage supplier performances.
- Maintain close liaison with suppliers on production capacities, readiness and material supply.
- Timely releasing of purchase orders and expedites the same upon receipt of purchase requests.
- Expected to co-ordinate with suppliers as well as with internal departments for timely delivery of materials.
- Liaising with vendor for delivery schedule.
- Benchmarking exercise to evaluate industry trend and new supplier selection.
- Initiate local or alternate sourcing activities.
- Drive cost reduction activities.
- Planning and arrangement of material delivery schedule
- Practice material cost reduction on the purchased items
- Review inventory purchase by monitoring market conditions, current stock levels, lead time required for manufacturing, potential price increase, anticipation of new orders from customers, suppliers' conditions. Ensure all purchase are approved within mandated guidelines.
- Avoid overstocking by working with product manager and warehouse manager on slow moving inventory.

Manage the local and overseas purchase inquiries.

- Collect MRN (Material Received Note) and arrange payment to suppliers.
- Ensure efficient operations in the purchasing department and reduction of purchasing risks through effective purchasing control.

Executive-Procurement

Confidence Group [1 Jan 2014 – 31 Dec 2016]

City: Dhaka
Country: Bangladesh
Website: www.confidencegroup.com.bd

Name of unit or department: Purchase & Procurement - **Business or sector:** Manufacturing

- Places or approves purchase orders for goods and services & established within limit.
- Purchases goods and services within established limit as approved.
- Contacts suppliers for price quotes & co-ordinates with suppliers for smooth delivery of goods and services.
- Maintains purchasing records and necessary entries, prepares weekly requirement planning of goods as per requisition.
- Coordinate with Production Planning and Inventory Control (PPIC), Finance and Accounts and other functional areas to ensure smooth supply of Raw materials.
- Communicates with local existing suppliers and develops new sources for economy purchase and develops alternative sources for single vendor and also for other items for price competitiveness.
- Develops new suppliers & vendors catalogue, negotiates terms and conditions, and makes agreements as per company objectives & policies.
- On time procurement of materials from local and foreign sources in compliance with purchase policy and requirement, ensure on time shipment to avoid out of stock situation and follow up with suppliers accordingly.
- Coordination with other departments for on-time procurement planning and generating alternative working partners.
- Maintains date wise L/C register with all data collected up to delivery of goods at factory end.

EDUCATION AND TRAINING

Master in Supply Chain Management (MSC)

Széchenyi István University (University of Gyor) *[Continued session of 2025-2026]*
City: Győr, Hungary
Country: Hungary
Website: https://uni.sze.hu

Master of Business Administration (MBA)

Jahangirngar University [1 Jan 2010 – 5 Aug 2011]
City: Savar-Dhaka
Country: Bangladesh
Website: juniv.edu

Bachelor of Business Administrationn (BBA)

Asian University of Bangladesh [1 Sep 2004 – 31 Dec 2008]
City: Dhaka
Country: Bangladesh
Website: https://aub.ac.bd

Higher Secoondary Certificate (HSC)

Govt. Tongi College [1 Jan 2001 – 31 Aug 2002]
City: Gazipur
Country: Bangladesh
Website: https://tongicollege.studentpay.net/

Secoondary School Certificate (SSC)

Shaheed Smrity High School, Tongi, Dhaka Board [1 Jan 1997 – 31 Dec 1999]
City: Gazipur
Country: Bangladesh
Website: http://www.sshs.edu.bd/

LANGUAGE SKILLS

Mother tongue(s): Bengali Other **language(s): English**

LISTENING B2 **READING** B2 **WRITING** B2
SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word / Microsoft Office / Microsoft PowerPoint / Social Media / Microsoft Excel / Outlook / Google Drive / Facebook / LinkedIn / Power Point / INTERNET AND SOCIAL MEDIA

RECOMMENDATIONS

Managing Director

Organization: Power Promotion & Services Ltd.
Name: Md. Hashem Ali
Phone number: (+880) 1712024319
Email: powerpromotionltd@gmail.com

- Developing and executing business strategies to achieve short and long-term goals.
- Reporting to the board, providing market insights and strategic advice.
- Developing and implementing business plans to improve cost-efficiency.
- Maintaining positive and trust-based relations with business partners, shareholders, and authorities.
- Overseeing the company's business operations, financial performance, investments, and ventures.
- Supervising, guiding, and delegating executives in their duties.
- Ensuring company policies and legal guidelines are clearly communicated.
- Assessing, managing, and resolving problematic developments and situations.
- Building and enhancing the company's public profile at events, speaking engagements, etc.

Economist

Organization: Department of State Growth, Tasmanian Government
Name: Mohammad Sayeed
Phone number: +61 03 4 3226 4002
Email: mohammad.sayeed@stategrowth.tas.gov.au

- Economic research & analysis
- Policy advice & strategy development
- Stakeholder engagement and reporting
- Monitoring, evaluation and scenario planning
- Capacity building and knowledge management
- Support for investment and industry development