



MD RAGIB SHAHRIAR

In-Charge & Assistant Manager, Technical Service Department
(Sourcing, Procurement, and Project Management)

[in](#) /shahriar-ragib

Uttara, Dhaka

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CORE QUALIFICATIONS

- Sourcing Management
- Procurement Management
- Supply Chain Management
- Project Management
- Negotiation
- Budgeting
- Technical Knowledge
- Adaptability
- Flexibility
- Versatility
- Resourceful
- Quick Learner

EDUCATION

Masters of Business

Administration

Major: Supply Chain Management

BANGLADESH UNIVERSITY OF

PROFESSIONALS

Mirpur, Dhaka

B.Sc. Engineering

Mechanical Engineering

ISLAMIC UNIVERSITY OF

TECHNOLOGY

Gazipur

PROFESSIONAL SUMMARY

Dedicated and result-driven Sourcing & Procurement specialist with a unique blend of technical expertise & strategic supply chain management skills, and a history of working in the pharmaceuticals industry. Leveraging a mechanical engineering background and an MBA, I have successfully optimized procurement processes, negotiated contracts, and contributed to cost savings within the pharmaceutical sector.

EXPERIENCES

The ACME Laboratories Ltd.

In-Charge & Assistant Manager, Technical Service Department

Aug'22 – Present

Key Responsibilities

- Monitor & supervise all the procurement activities of required capital machinery & equipment to ensure that the best quality product is procured as per the technical specification from appropriate suppliers at the minimum possible price within the procurement schedule.
- Ensure compliance with company policies & procedures and efficient procurement process.
- Optimal use of staff related to financial & service activities.
- Vendor evaluation and purchase contract documentation.
- Coordination in all ongoing and upcoming new projects.
- Interaction with all departments of the factory and SCM, Finance, and Marketing department at the Corporate Office.
- Maintain external relationships with local trading agents, fabricators, and International Manufacturers.

Achievements:

- Development and implementation of procurement and project tracking systems
- Project completion: Probiotic Facility, Liquid Veterinary Facility
- Ongoing Projects: Human Solid Facility

LANGUAGES

English – Fluent
Bengali – Native

SOFTWARE SKILLS

- ERP Software (SAP, Oracle)
- Microsoft Office (Word, Excel, PowerPoint, Access, Project)
- AutoCAD
- Google Docs, Sheet
- Photoshop, Illustrator, Aftereffects

INTERESTS

- History
- Books
- Cooking
- Cricket
- Travelling

EXTRA-CURRICULAR

- Events & Tours Organizer
- Science & Math Olympiads
- Street Cricket Champion Team

Incepta Pharmaceuticals Ltd.

Executive Officer, Technical Service Department

Aug'17 – Jul'22

Key Responsibilities

- Perform & follow up on project and purchase activities of Production & Warehouse machinery & equipment.
- Preparation & optimization of MRP (URS), RDS (Room Data Sheet), and BOQ of upcoming projects.
- Any task assigned by the supervisor.
- Preparation of purchase contract documents
- Interaction with all departments of the factory and SCM, Finance, and Marketing department at the Corporate Office.
- Maintain external relationships with local trading agents, fabricators, and International Manufacturers.

Achievements:

- Development and implementation of project & procurement tracking system.
- Projects completion: Hormone Facility, Levothyroxine Facility, Oral Solid Dosage Facility, new R&DF Facility, Probiotic Facility

REFERENCES

Asiful Alam Asif

Sr. Manager, Supply Chain Management

The ACME Laboratories Ltd.

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Rajib Uddin

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Bangladesh University of Professionals

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