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Doha
22/11/1994
29405005114
Bangladesh

PROFESSIONAL SUMMARY

Results-driven, detail-oriented expert in purchasing and supply chain management with experience optimizing procurement processes and reducing costs. Skilled at vendor negotiation, inventory management, and strategic sourcing to ensure seamless supply chain operations. Conscientious approach to tasks, emphasizing accuracy and efficiency to achieve organizational goals. Strong work ethic and commitment to maintaining high standards in all purchasing activities.

SKILLS

Teamwork Customer service
Sales Mentoring
Social media Cost reduction
Relationship building
Price negotiations MS office

LANGUAGES

Bengali | Native
Arabic | Advanced
English | Fluent
Hindi | Fluent

TARIQUL ISLAM

Representative



EXPERIENCE

Purchasing Manager
Karak Marmi

Jan 2019 – Present
Doha

- Reviewed and approved purchase orders and deliveries.
- Monitored inventory levels and ensured that all necessary materials and services were available when needed.
- Helped management to identify workflow issues and find solutions.
- Researched new products or services that could benefit the organization through improved efficiency or cost savings.
- Collect Cash sales from branch and deposit to company account.
- Utilized effective cost-saving strategies to reduce expenditures while maintaining quality standards.
- Negotiated agreements with vendors regarding price, delivery date, and quality control measures.

Representative
Emdadbrothers Limousine Tr. &Cont.

Oct 2015 – Present
Doha

EDUCATION

B.B.S
Feni Government Collage

Feb 2019
Feni, Bangladesh.

Higher Secondary Certificate (H.S.C)
Bijaykara High School & Collage

Apr 2015

Secondary School Certificate (S.S.C)
F.F. Jinnah High School

Apr 2011

DRIVING LICENSE

Light Driving License, 5 Years Qatar Driving Experience