**MD. ABDUL ALIM ANSARY**

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**PROFESSIONAL SUMMARY**:

More than 15 years of professional experience in Rangs Electronics Ltd. (SONY RANGS). Having excellent exposure on a computerized inventory control, Logistics, Distribution, Warehousing, Data Management System, Transportation, Sales and overall logistics supply chain fields. A committed team leader, self motivated with the ability to communicate at all levels. Professional Database Developer with more than fifteen years of IT experience

Hold MBA degree in marketing from AUB and MA from National University I also attend different types of workshops which based on Inventory, Distribution, Logistics, Project, Document and data management tolls & techniques, sales, marketing etc.

**CAREER OBJECTIVE:**

Seeking a mid level position, one which will make best use of existing skills and experience and also further my personal and professional development.

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**PROFESSIONAL EXPERIENCE:**

**RANGS ELECTRONICS LTD.** http://www.ebl.com.bd/zip/logo/sony.jpg

**Deputy Manager - 1999 - Present.**

**Inventory Management:**

**Key Achievements**: Responsible for all the inventory aspects on the site such as stock location and availability, replenishment control and inventory physical auditing. Also in charge of the accuracy of all data kept on the receiving, issue, transfer, withdrawn, import and local procurement of stock.

**Key Duties & Responsibilities:**

* Supervised inventory control team as a team leader.
* Maintaining optimal stock levels to ensure timely availability of products
* Setting operational standards for all staff to follow.
* Managing excess and ageing stock.
* Reviewing service levels on a continuous basis.
* Using Inventory software and reconcile countrywide stock.
* Minimizing exposure to obsolete and discontinue stock.
* Recruiting, hiring and managing a team of inventory sections.
* Maintain effective professional relationships with own CTP, Dealer point, and Zonal offices.
* Presenting all reports to NSM, DGM, MD & Chairman.
* Prepare accurate reports for DGM & Chairman of any Shortage Excess from Port & local procurement
* Set up and maintained inventory warehouse locations that improved efficiency`s and reduced picking and transportation errors.

**Logistics & Distribution:**

***Key Achievements*:** Demonstrated expertise in reducing costs, increasing productivity, transport movement plan.

Established DMS from Excel, manual issuing to Auto issuing. Developed distribution Plan and solved all kinds of distribution error. Achieved track record in scheduling, presentation negotiations, collaboration and team leadership.

***Key Duties & Responsibilities:***

* Ensure the right products are delivered to the right locations on time and at a reasonable cost.
* Collect order from CTP, Zone, and Dealer and arrange delivery
* Monitoring the flow to goods transportation, warehousing etc.
* As a team leader coordinate and cooperates with CTP, Zonal Distribution Point, Head of Marketing, NSM, Commercial managers and other administrators.
* Coordinate the allocation of staff, driver, helper, porter according to need.
* Monitoring the quality quantity and storage of goods.
* Handled local procurement and imported goods.
* Providing accurate routing information to ensure that delivery times and locations are coordinated
* Negotiate transportation rates and services with curriers.
* Separate all defective/damaged goods and delivery to service centre for service.
* Separate all NR goods and ready for auction sale.
* Generate & Prepare all report, Sales (Category wise amount model Qty), Stock report (Countrywide), Commission report (Franchise & Dealer).
* Use Database Management system to manage stock levels and distribution.
* Understand, work with and possibly help to develop E-commerce.

**Warehouse Management:**

***Key Achievements***:

Results –driven warehouse manager with experience in logistics, quality control and process improvement. Demonstrated expertise in reducing costs, increasing revenues, and minimizing employee turnover skill in negotiating with vendors and increasing productivity with existing staff.

***Key Duties & Responsibilities:***

* Directing, Coordinating, and planning the warehouse storage and distribution of the products and materials within company.
* Supervised a team of seven warehouse officers, workers, drivers, porters engaged in customer service, stocking, physical inventory maintenance, delivery order collection, fulfillment and transport.
* Oversee truck, pickup, coverdvan loading unloading pick pack operations.
* Handled delivery of around 80 Customer Touch point and near 400 hundred dealer point delivery with strict dead line.
* Manage 100000 (one lac) square fit warehouses.
* Keeping stock control systems up to date and ensuring inventory accuracy, Train & Develop new staff.
* Monitor stock levels & scrutinize a monthly stock report.
* Provide substantial assistance for inventory check.
* Maintained stock in an ordered fashion on shelves or in correct locations.
* Maintained a clean and safe condition of equipment and work area.
* Producing regular reports and statistics on a daily, weekly and monthly basis.
* Plan, develop, or implement warehouse safety and security programs and activities.

**Data Management System:**

***Key Achievements*: 1999 to 2007 :** Developed and converting the company from manual recording to computerized system of record management, designing various databases including accounting, sales, inventory, distribution and delivery system to various outlets(CTP ,Zonal Distribution Centre and dealer point) and generate all kinds report (stock inventory, Sales) by excel based software.

**2007 to till:** Established SQL and Oracle based customized Data Management System. Redesigned all input transaction movement and all reporting format. Managed and resolved design issues during development stage. Worked closely with developers.

***Key Duties & Responsibilities:***  Acquisition of data  Classification of data  Storage/Input of data  Retrieval of data  Aggregation of data,  Description of Data  Chose of formats for presentation of data  Generate and distribution of data.  Train staff with basic computer operations and proper data entries  Maintaining data standards  Controlling access permissions and privileges. •Disaster Recovery  Provide all report (Sales, stock, Accounts) to Sales, Marketing, Audit, Accounts, finance also Chairman and Managing Director office.  Daily monthly yearly Data reconciliation of Central inventory, CTP, Zonal distribution and Sales.  Working closely with IT project managers, database programmers and multimedia expert. Coordinate with the developer on the DB Design.

**KEY SKILLS AND COMPETENCIES:**

**Management:**

* An ability to handle the pressures arising form having to meet deadlines and targets.
* Able to evaluate complex situations and find solutions for them.
* Understanding and following work rules and procedure.
* Highly effective motivator with strong written and spoken communication skills.
* Analyzing information and evaluating results to choose the best solution and solve problems.
* Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
* Encouraging and building mutual trust, respect, and cooperation among team members.

**Sales:** Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems. Three times co-in charge of ‘’DITF’’ Sony pavilion. Two years corporate sales team member.

**TECHNICAL PROFICIENCIES:**

Knowledge of Microsoft widows operating Systems XP up to windows 8, Microsoft office applications **MS word**, **MS Excel**. Graphics Design software **Adobe Photoshop CS 3**, **Adobe Illustrator (Basics)**, Email internet browsing etc. Responsible for allocating work to junior staff and induction training for new staff. Acting as the first point of contact for all IT & technical queries. Responsible for the administration aspects of the company’s Data base infrastructure. Able to plan the structure of Database. Operate Oracle & SQL Server Base application (DMS**).**

Experience of web content management systems.

**AREAS EXPERTISE: Data Management  Inventory  warehousing & Storage  Distribution Operational Leadership & People management  Team building  Problem solving  Coordination  Communication & Presentation  Physically fit & work under pressure  Negotiation  Direct Sales  Corporate Sales.**

**ACADEMIC QUALIFICATION**:

**Asian University of Bangladesh**  MBA 2007 (Year of Completion)

National University of Bangladesh MA 2004

National University of Bangladesh BA 1995

Comilla Board HSC 1993

Comilla Board SSC 1991

**TRAINING AND WORKSHOPS:**

1. **Course Name : Skill Enhancement program (IT base) by Hi-tech Park Authority.**

**Duration : 3(Three) Month**

**Provided By : ICT Ministry and Creative IT Institute ltd.**

1. **Course name : Project & Data, Document management tools and techniques.**

**Duration : 3 Days.**

**Provided By : HI-Tech Park and Creative IT Institute.**

1. **Course Name : Customer Care Method (CCM)**

**Duration : 7(Seven) Days.**

**Provided By : Rangs Electronics Ltd.**

**REFERENCES:**

1. Prof. Monjor Morshed. 2. Mohiuddin Ahmed

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