

# RESUME

## **ABIR CHAKRABORTI**

**Certified course on SCM (IBA, DU)**

**PGD O & SCM (Alison), MBA, BBA from AIUB**

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### Career Summary:

Commercial & Supply Chain professional with 10+ years of experience in pharmaceutical manufacturing, international trade, export logistics, banking operations, sourcing, and regulatory compliance. Experienced in leading export operations, managing commercial activities, coordinating with banks/government authorities, and driving operational efficiency through SAP-enabled processes

### Career Objective:

To achieve a challenging and rewarding career where my supply chain & commercial skills, abilities and experience would be of a great value and offers professional growth while being resourceful, innovative and flexible for accuracy, attention to detail, and timeliness to manage the total Supply chain function.

### Proficiencies:

- Commercial SAP Implementation
- Supply chain & Logistics solutions
- Foreign & Local Sourcing
- Foreign & Local Procurement
- LC function with Bank
- Warehousing & Distribution
- Handling C&F agent
- 3<sup>rd</sup> party contact
- Vendor management
- Communicate with Govt. bodies
- Just in Time (JIT)
- Process improvement

### Personal Information:

- **Date of Birth :** 1<sup>st</sup> Aug'1989
- **Father's Name:** Late Ashis Kumar Chakraborti
- **Mother's Name:** Shata Chakraborti
- **Spouse Name:** Tanusree Maitraya
- **NID No:** 824 552 4312

### Working Experience:

01. **Company Name:** Healthcare Pharmaceuticals Ltd.,  
Nasir Trade Center, Banglamotor, Dhaka.

**Designation 1:** Assistant Manager, Commercial. **Duration:** April' 25, 2015 to till now

02. **Company Name:** Mesh Technologies Ltd.,  
Basundhara R/A, DHAKA.

**Designation 1:** Executive, HR & Commercial. **Duration:** February' 02, 2014 to April' 23, 2015



## **Job Responsibility:**

- Lead and oversee end-to-end commercial operations including import, export, procurement, logistics, banking, and regulatory compliance activities.
- Develop and execute commercial strategies to ensure cost optimization, uninterrupted supply chain operations, and operational efficiency.
- Manage international sourcing, supplier negotiations, commercial contracts, and strategic relationships with foreign principals, shipping lines, C&F agents, and logistics partners.
- Supervise import operations including L/C opening under UCP 600, TT/direct payment processing, customs compliance, HS code classification, insurance claims, and customs clearance formalities.
- Coordinate with banks, Bangladesh Customs, BIDA, EPB, Bangladesh Bank, CCIE, Department of Explosives, BEREC, and other regulatory authorities regarding commercial and compliance matters.
- Lead export commercial activities including shipment planning, export documentation, export L/C scrutiny, PRC realization, cash incentive documentation, and buyer coordination.
- Ensure smooth execution of temperature-controlled and general cargo shipments through sea, air, and land ports.
- Monitor and optimize logistics, transportation, warehousing, and 3PL performance to achieve cost savings and operational excellence.
- Lead procurement and local purchase operations including vendor development, bid analysis, comparative statement evaluation, sourcing strategy, and purchase order management.
- Drive SAP MM & SD operational activities and ensure proper commercial documentation, reporting, and process compliance.
- Lead, mentor, and coordinate cross-functional commercial and export teams to ensure timely execution of organizational objectives.
- Support new project implementation, machinery import, and commercial feasibility activities in coordination with engineering, production, and management teams.
- Maintain strong compliance standards regarding IRC, ERC, trade license, DCCI, EPB, and other statutory certifications and renewals.
- Prepare management reports on commercial performance, logistics cost optimization, import/export status, and operational KPIs.

## **Training (In Bangladesh):**

- On “KAIZEN for Improving Performance” by Bangladesh Society for Total Quality Management.
- On “Advanced Ms Excel Training” from Healthcare Training Centre.
- On “QC Circle Training” from BSTQM.
- Attended “Triggers for Personal & Professional Success in life” training by Mr. Gopal Sehjpal.
- “Operational Planning Guidelines and COVID-19 Partners Planning Platform to support country preparedness and response” by World Health organization (WHO)

### Training (Overseas):

- Understanding Communication, Persuasion and Influence, Impromptu Speaking by Professor Asha Kaul, **IIM Ahmedabad**. Venue: The Peerless Inn, Kolkata, WB, India. Dated: 20.01.2023, 21.01.2023
- Understanding personality, Teamwork, Conflict Management, Negotiation by Professor Abhishek Goel, **IIM Joka**. Venue: The Peerless Inn, Kolkata, WB, India. Dated: 22.01.2023

### Professional Qualification:

- **Certificate Course on Supply Chain Management, IBA, Dhaka University.**
- **Completed Diploma in Operations and Supply Chain** with 98% of passing marks.

### Highest Academic Qualification:

- MBA in **HRM** from American International University-Bangladesh in 2014
- BBA in **Accounting & Finance** from American International University-Bangladesh in 2012

### Core Competencies:

- International Commercial Operations
- Export & Import Management
- Banking & LC Documentation
- Regulatory Compliance
- Supply Chain Management
- SAP MM & SD
- Vendor & Logistics Management
- Procurement & Sourcing

### References:

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md Belal Hossain	Anirban Neogi
Organization	: Healthcare Pharmaceuticals Ltd.	The Ministry of Foreign Affairs, GOB.
Designation	: DGM, SCM	Director
Address	: Nasir Trade Centre (Level 9 14), 89, Bir Uttam C.R. Datta Road, Banglamotor, Dhaka 1205.	Ministry of Foreign Affairs Dhaka 1000
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Relation	: Professional	Personal



(Abir Chakraborti)  
Signature

