

MD. BULBUL HOSSAIN

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Professional Summary

A highly experienced Commercial & Supply Chain professional with over 14 years in export-import operations, logistics, trade banking, procurement, inventory control, and administration. Proven ability to streamline operations, improve compliance, reduce costs, and enhance overall process efficiency. Strong interpersonal and leadership skills, committed to delivering operational excellence aligned with business goals.

Education

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| • Master's Degree in Economics, Govt. Saadat College in Tangail | 2013 |
| • Bachelor of Social Science in Economics, Govt. Saadat College in Tangail | 2011 |
| • HSC in Humanities, Khalilur Raqhmam College in Tangail | 2004 |
| • SSC in Science, Ranashal High School in Tangail | 2002 |

Courses & Certifications

- Diploma in office management, hardware & software, advanced Excel
IT Vision Society (Local Institute)
- Communication Skill for corporate Organization & Business, BD Jobs (Local Institute)
- Export-Import documentation, Marketing, Costing, BD Jobs (Local Institute)
- Customs & Commercial Laws for Business, Corporate Academy (Local Institute)

Professional Experience

Commercial & Supply Chain Manager

(Export, Import, Trade Banking, Procurement, Logistics, Warehouse, Inventory)

Youngshine Packtrims Limited, Dhaka

Jan 2023 – Present

- **Contract Negotiation:** Negotiating contracts with clients and vendors, ensuring favorable terms for the organization.
- **Financial Management:** Managing budgets, forecasting sales, and ensuring profitability of commercial activities.
- **Strategy Development and Implementation:** Creating and executing supply chain strategies aligned with the company's overall business objectives.
- **Supplier Relationship Management:** Establishing and maintaining strong relationships with suppliers, negotiating contracts, and evaluating performance.
- **Warehouse Management:** Overseeing all aspects of warehouse operations, including receiving, storage, order fulfillment, and shipping.
- **Inventory Management:** Monitoring inventory levels, forecasting demand, and optimizing stock to meet customer needs while minimizing costs.
- **Logistics and Distribution:** Overseeing the transportation and distribution of goods, ensuring timely delivery and minimizing logistical expenses.
- **Data Analysis and Reporting:** Utilizing data to track key performance indicators (KPIs), analyze trends, and make informed decisions.
- **Risk Management:** Identifying potential disruptions and developing mitigation strategies to minimize negative impacts.
- **Team Leadership:** Providing guidance and mentorship to the team, fostering a culture of continuous improvement.
- **Compliance:** Ensuring compliance with relevant regulations and contractual obligations.

Assistant Manager – Banking & Credit

Epyllion Ltd., Dhaka

Jan 2022 – Dec 2022

- Strong ability to analyze financial data, identify trends, and assess risk.
- Review and update the company's credit policy when necessary.
- Communicated with banks and clients to manage credit/payment cycles.
- Preparing reports on credit performance, loan activity, and other relevant metrics.

Assistant Manager – Export-Import & Logistics

GMS Trim Ltd., Dhaka

Oct 2019 – Jan 2022

- Ensuring adherence to all relevant laws and regulations related to international trade, including customs procedures and documentation.
- Preparing and managing all necessary export/import documentation, such as invoices, packing lists, and bills of lading.
- Coordinated with international suppliers and forwarders.
- Developing and maintaining relationships with suppliers, negotiating terms, managing stock levels, and optimizing purchasing processes.

Senior Executive – Export-Import

Charming Trim & Packaging Ltd., DEPZ

Aug 2017 – Oct 2019

- Preparing and reviewing shipping documents, including invoices, packing lists, bills of lading, and customs declarations.
- Maintaining clear communication with freight forwarders, customs brokers, carriers, suppliers, and internal teams.
- Maintaining accurate records of all import and export transactions.
- Preparing reports and KPIs.

Executive – Export & Logistics

SML Packaging Solutions Ltd., AEPZ

Aug 2013 – Jul 2017

- Coordinated logistics with suppliers, carriers, and customers.
- Prepared export documentation and managed order fulfillment.
- Preparing day to day reports for export and logistics.

Officer – Logistics

Checkpoint System Bangladesh Ltd., AEPZ

Dec 2010 – Aug 2013

- Managing and coordinating the dispatch, transportation, and delivery of goods.
- Maintaining accurate records and preparing reports.

Core Competencies/Skills

- Personal Skills: Motivated, Innovative, Experienced, Communicative, Multitasking.
- Interpersonal Skills: Leader, Motivator, Negotiator, Team Builder, Organization
- Computer Skills: MS Office, Windows 10, MS Excel Advance, MS Word, MS Power Point, Email and Internet

Languages

- English – Excellent (Oral & Written)
- Bengali – Excellent (Oral & Written)
- Arabic – Beginner