



Shafiq Ahmed Sobhani

Supply Chain & Inventory Analyst / MIS Specialist
Commonwealth Executive MBA | MA in English | PGD SCM | Microsoft Excel Certified
Supply Chain Management Professional | Data Analyst with 12 Years of job Experience



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EMPLOYMENT EXPOSURES

Supply Chain and Inventory Management professional with 12+ years of experience in steel manufacturing industry. Skilled in end-to-end store operations, ERP-based inventory control, procurement coordination, and MIS reporting. Strong expertise in stock optimization, EOQ analysis, warehouse operations, and KPI reporting. Proven ability to improve inventory accuracy, reduce excess stock, and support management decision-making through data-driven reporting.

KEY SKILLS



- Overall inventory control
- ERP System (Oracle, BI)
- MIS Reporting
- EOQ & Reorder Level Analysis
- Warehouse & Store Operations
- Procurement Coordination
- KPI & Performance Reporting
- Data Analysis & excel expert
- Team Coordination & Training

PROFESSIONAL SUMMARY



Abul Khair Steel Melting Ltd.	Senior Officer Engineering store (Spare) April 2023 - Present	Inventory coordinator EOQ wise procurement, stock and issue monitoring
Abul Khair Steel Melting Ltd.	Officer Central store (Spare) Nov 2015 - March 2023	Materials management Physical inventory check Physical issue with SOP
Abul Khair Steel Melting Ltd.	Trainee Officer Spare parts store Nov 2014 – Oct 2015	Materials physicals receive, GRN and issue with SOP FGP, RGP check & Issue
CSCR Hospital (Pvt.) Ltd.	Cash and CS Officer Accounts & Finance Feb 2012 – Oct 2014	Customer handling Cash handling and reporting



MAJOR JOB RESPONSIBILITIES

Abul Khair Steel Melting Ltd.

June 2014 - Present

- ⊙ Managed MIS reporting, ERP transaction checking, and inventory analytics
- ⊙ Prepared KPI reports and coordinated physical inventory verification
- ⊙ Maintained item master data and handled intercompany material movements
- ⊙ Monitored procurement, reorder levels, and consumption analysis
- ⊙ Developed and updated store SOPs, gate pass, and issue/receive procedures
- ⊙ Controlled inventory budget, consumption tracking, and cost analysis
- ⊙ Coordinated new project inventory planning and execution follow-up
- ⊙ Submitted periodic reports to HOD and management
- ⊙ Monitored high-value transactions and bulk material issues
- ⊙ Prepared movement-wise, category-wise, and source-wise inventory reports
- ⊙ Conducted monthly inventory closing and target variance analysis
- ⊙ Ensured warehouse physical inventory accuracy and reconciliation
- ⊙ Supervised consumable procurement and stock level optimization
- ⊙ Implemented safety, hazard reporting, and storage compliance procedures
- ⊙ Prepared annual inventory roadmap and year-end stock planning
- ⊙ Conducted training need assessment and store staff development programs
- ⊙ Monitored receiving, issuance, and consumption control to maintain balance
- ⊙ Year-end inventory target roadmap preparation and execution monitoring
- ⊙ Training Need Assessment (TNA) preparation and submission to HR

ADDITIONAL JOB RESPONSIBILITIES	⦿ BI tools report monitoring ⦿ Gate pass monitoring ⦿ ISO report and team handling ⦿ Oracle access requirement checking ⦿ Fuel consumption monitoring ⦿ Preparing proposal for Oracle access ⦿ LP Gas transaction monitoring ⦿ Fixed asset transaction monitoring ⦿ Deferred items transaction monitoring ⦿ House keeping																
KEY ACHIEVEMENTS	⦿ Developed a scheduled maintenance tracking Excel system for power plant operations, significantly improving team efficiency and reducing manual tracking time. ⦿ Designed an automated BI tool report for wrong account detection, reducing reporting time by approximately 50%. ⦿ Created an automated Excel-based gaseous sales summary report, enabling faster and more accurate daily reporting. ⦿ Implemented item location mapping for thousands of inventory items in ERP, improving retrieval speed and reducing search time by nearly 60%. ⦿ Developed automated KPI dashboard in Excel, reducing management reporting preparation time by 50% and improving presentation quality. ⦿ Built EOQ-based reorder level analysis sheet to support faster procurement decisions and reduce stock-out risk.																
TRAINING MODULES PREPARED:	⦿ Scrap management (2018) ⦿ 5S and Kaizen (2019) ⦿ KPI of store (2020 to till now) ⦿ Store management for new store employees (September 2022) ⦿ Future warehouse layout with warehouse capacity (January 2023) ⦿ Presentation on Time management (June 2023)																
AUDIT FACED	⦿ Internal audit for Physical inventory report (Monthly, Yearly) ⦿ New employee orientation about store ⦿ ISO audit facing for rolling quality production (2021) ⦿ IMS audit facing for Oxygen Plant (January 2023) ⦿ ISO audit facing for Melting quality production (July 2023) ⦿ ISO audit facing for Rolling quality production (August 2023)																
ACADEMIC CREDENTIALS 	⦿ Commonwealth Executive MBA (CEMBA), Bangladesh Open University (BOU), Year 2019 ⦿ MA in English Language & Literature, IIUC Bangladesh, Year: 2014 ⦿ Masters (Kamil) in Hadith, Islamic University, Kustia-Jhinaidah, Year: 2012																
PROFESSIONAL SHORT COURSES	⦿ Post-Graduation Diploma in SCM and Logistic from ISCEA Bangladesh, Duration: 12 Months ⦿ MS Office Management Certification from BYDA Bangladesh, Duration: 06 Months ⦿ Python Advance course from Eshikhon.com, Duration: 03 Months ⦿ Web development course from Eshikhon.com, Duration: 03 Months ⦿ Inventory, Logistics & Store Management from HRDF, Duration: 10 Days																
TRAINING RECEIVED 	<table><tr><td>⦿ Leadership Excellence</td><td>Mind Mapper</td><td>16 Hours</td><td>2023</td></tr><tr><td>⦿ NLP Linguistic program</td><td>East Delta University</td><td>16 Hours</td><td>2022</td></tr><tr><td>⦿ KPI Management</td><td>BSHRM</td><td>24 Hours</td><td>2021</td></tr><tr><td>⦿ Communication Excellence</td><td>DCCI Business Institute</td><td>08 Hours</td><td>2019</td></tr></table>	⦿ Leadership Excellence	Mind Mapper	16 Hours	2023	⦿ NLP Linguistic program	East Delta University	16 Hours	2022	⦿ KPI Management	BSHRM	24 Hours	2021	⦿ Communication Excellence	DCCI Business Institute	08 Hours	2019
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COMPUTER LITERACY	⦿ Expert Level in MS Excel, Computer Hardware, Graphics Design ⦿ Basic knowledge of Python Language & Web development																
LANGUAGE SKILLS	⦿ Bengali (Native), English (Excellent), Hindi (Good), Urdu (Good), Arabic (Fare)																
HOBBIES	⦿ Traveling, socializing, and watching documentaries																
PERSONAL INFO	⦿ Date of Birth: 17 June 1990 ⦿ NID No: 730 332 1371 ⦿ Birth Place: Kishoreganj																

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