

MD. HAFIJUR RAHMAN

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Career Summary

Result-driven supply chain professional with above 10 years of experience in procurement, sourcing, supplier management across multinational and leading local organizations. Proven track record of optimizing procurement processes, driving substantial cost savings, and ensuring compliance with global standards. Skilled in cross-functional collaboration, utilizing digital procurement tools, and leading strategic negotiations to boost operational efficiency and support business objectives.



Xiaomi Technologies Bangladesh Private Limited | Procurement Manager (Lead) | Supply Chain
Mar 2025 – Till Date



Key Responsibilities

Lead and manage the procurement function across all categories (Marketing, Retail, Logistics, Admin, HR, Finance, and After-Sales) with an annual spend of around \$9-10M.

- **Oversee and plan the end-to-end indirect procurement activities, ensuring compliance with Xiaomi HQ and local policies and guidelines.**
- **Report directly to the Regional Procurement Lead (SA & CIS) and coordinate with HQ category leads to localize and implement global initiatives and guidelines.**
- **Negotiate contracts and terms with suppliers, securing best pricing, conditions, and long-term value for Xiaomi.**
- **Provide weekly updates to HQ and local leadership team on project progress, challenges, risk management, and key initiatives.**
- **Collaborate closely with category leads and project stakeholders (PICs) to ensure clarity in requirement, avoid risk, alignment with deadlines, and smooth execution.**
- **Conduct multi-vendor bidding and evaluate both technical and commercial aspects, driving cost savings and ensuring capable vendor are selected for critical projects.**
- **Communicate procurement policies and guidelines regularly with business stakeholders to increase compliance awareness and minimize risk of violations.**
- **Visit production sites for retail infra and market branding vendors to assess capabilities, improve negotiation leverage, and take informed business allocation decisions.**
- **Expand supplier base across multiple categories including retail, POSM, logistics, consumer promotions (CP) to enhance competition, risk resilience, and gain savings .**
- **Negotiate and finalize annual rate cards across multiple categories (Retail, Marketing, Logistics, etc.) to accelerate execution and leverage volume benefits.**

Key Achievements

1. Selected and successfully completed an **International Procurement Training Course** at Xiaomi HQ, Beijing (21–30 July 2025), strengthening global procurement expertise.
2. Led and delivered the **largest retail procurement project of the year** — implementation of **Xiaomi Retail 4.5 Version** in Bangladesh (HQ initiative) with a total value of **\$2.05M**.
3. **Renegotiated the field force agency contract**, generating annual savings of **over \$20K** without compromising service quality.

Key Responsibilities

Led and managed the procurement function for Samsung Bangladesh's MX, CE, CS, and Business Support divisions with an annual spend of around \$4 million. Managed a diverse range of categories, including marketing, workplace services, professional and outsourced services, IT equipment, media buying, content production, partnerships, retainer agreements, mall branding, rental services, merchandise, and more.

- Managed the entire indirect procurement process through Samsung's **BQMS** portal, ensuring full compliance with Samsung's global PMG policies, rulebook and guidelines.
- Ensured **timely acceptance, validation and closure of procurement requests**, adhering strictly to BQMS ground rules and procurement lead times.
- **Negotiated contracts** and terms with suppliers, securing best possible prices and conditions to maximize value for the business.
- Conducted in-depth **analysis of category spend and delivering comprehensive reports** to the group head, highlighting monthly, quarterly, and annual savings, category trends, risk mitigation strategies, and opportunities for innovation.
- **Led vendor evaluation and onboarding** activity through the **VERS portal**, fostering appropriate supplier relationship to ensure high quality product and service, most competitive price and resilience.
- **Worked collaboratively with cross functional teams** to ensure smooth operation and prevent process deviations and non-compliance, maintaining adherence to risk management guidelines.
- **Coordinated with global procurement teams** for local implementation of initiatives and guidelines.
- **Successfully navigated and completed multiple audits**, including annual process audits, IT security, GPPM. Collaborated with foreign auditors to address findings and implement corrective actions.
- Conducted **multi-vendor e-bidding** to evaluate both technical and commercial aspects of procuring any product or service which ensure balanced decision, foster a competition and drive significant cost savings.

Key Achievement

Recognized with the **Quarterly Business Performance Award (Q2, 2023)** for outstanding procurement management and delivering significant value through strategic negotiations.

Key Responsibilities

Co-managed indirect procurement portfolio above £15 million annual spend, covering diverse categories such as trade marketing, brand promotion, business services (HR, IT, Admin, Finance, project requirements, fixed assets, factory), events and activations, service procurement, digital and creative assets, market research etc.

- **Managed end-to-end procurement activities** to support various business functions, ensuring all processes complied with procurement policies and guidelines via the **Coupa portal**.
- Led the **consumer promotion (CP)** process, ensuring timely material availability to achieve on-time-in-full (OTIF) launches, contributing to efficient and successful campaign rollouts.

- Efficiently **handled procurement for new office project (Project Dynasty)**, coordinated the **furniture import process** with stakeholders, including suppliers, freight forwarders, C&F agents, and the logistics team, to ensure timely delivery to the designated site.
- Drove the implementation of the **Responsible Sourcing Policy (RSP)** and **sustainability** initiatives with suppliers in Bangladesh, ensuring alignment with global standards.
- Organized **electronic live bidding** events through **SAP Ariba**, promoting transparency and achieving significant savings on high-value procurements.
- Conducted negotiations, and **prepared annual rate cards and e-catalogues** for recurring items, maximizing volume benefits and optimizing FTE working hours.
- Evaluated agency estimates to optimize **events and activations** cost, selecting agencies that most aligned with user requirements and met project deadlines.
- Negotiated new and existing **service procurement contracts** to enhance profitability and deliver business benefits.
- **Collaborated with suppliers** to create innovative point-of-sale materials (**POSM**) that align with brand requirements and budget constraints.
- On boarded and developed a diverse vendor base, strengthening **procurement resilience and mitigating potential disruptions and risks**.
- Prepared **analytical reports** periodically for team lead highlighting cost savings, initiatives, challenges to understand the category trend and performance.

Key Achievement

As a team delivered over **£1 million in savings in 2021** through strategic sourcing, electronic bidding and effective negotiations, optimizing costs across categories.

Ranks Petroleum Limited | Shell Lubricant | Senior Executive | Supply Chain

April 2018 – September 2020



Key Responsibilities

Managed end-to-end procurement operations for indirect materials across multiple divisions, including Marketing, Supply Chain, Sales, Finance, and Administration. Oversaw categories such as events and activations, outdoor branding, POSM, office consumables, Capex Items, service procurement etc.

- Oversaw the complete **procurement-to-pay (P2P)** process through ERP systems, ensuring compliance with procurement policies and guidelines.
- **Negotiated strategic deals** with vendors, securing favorable terms and pricing to drive cost optimization and achieve overall savings.
- Fostered strong **collaborative relationships with internal stakeholders**, ensuring early involvement in upcoming projects to drive cost optimization through effective **specification development**
- Analyzed category spend data and delivered periodical **procurement reports**, monitored progress, and assessed supplier performance

Key Achievement

Played a key role in implementing the web-based ERP system in 2018, focusing on the successful execution of the procurement module.

Key Responsibilities

Managed sourcing and procurement operations for both direct and indirect materials, overseeing an annual spend exceeding BDT 600 million. Handled pharmaceutical packaging and a broad spectrum of indirect materials, leveraging Oracle ERP for streamlined processes.

- **Sourced, negotiated and procured BOM items (PM)** with the best balance of quality, pricing, terms, delivery schedules, while strictly adhering to procurement SOPs.
- Coordinated with the vendors and warehouse team to **ensure timely material delivery, reception and GR, aligned with the production schedule.** Managed urgent delivery requests to **maintain uninterrupted finished goods (FG)** production and meet market demand.
- **Managed indirect procurement portfolio** e.g. product promotional material, printing materials, chemist promotion, Trade marketing promotional activities etc.

Key Achievement

Played a key role in the execution phase of the **Oracle e-tendering platform implementation project** in 2016, ensuring successful user adoption and smooth deployment.

Academic & Professional Education

- **Master of Business Administration (MBA)**, Bangladesh University of Professionals (BUP) | 2026
CGPA: In progress (Semester dropped)
- **Diploma in Procurement and Supply** from Chartered Institute of Procurement & Supply (CIPS-UK)
In Progress (7/8 Completed with Avg. 82% Marks)
- **International Diploma in Supply Chain Management®**, International Trade Center (ITC), Switzerland | 2022
(Grade: 72%; Consisted of 18 Modules; Study and Online Exam Center: DCCI, Dhaka)
- **Bachelor of Business Administration (BBA)**, Management Studies, Jagannath University | 2015
CGPA: 3.38 /4
- **Higher Secondary Certificate Examination (HSC)**, Science, Basher Bada College, Pabna | 2008
GPA 4.40 /5
- **Secondary School Certificate Examination (SSC)**, Science, Basher Bada College, Pabna | 2004
GPA 4.06 /5

Key Training and Certifications Received

- **Certificate Course in Export and Import Management** from Institute of Industrial Learning | Dec 2024
(Exam Score: 86%; 1.5 Months Long Course Focused on Practical Import Process & Relevant Learning)
- **Leadership Certificate in Managerial Communication (LCMC)** from MDP, IBA, University of Dhaka
Six Weeklong Certificate Course | Oct 2016
- **Certified Supply Chain Analyst (CSCA)** from International Supply Chain Education Alliance (ISCEA), USA
(Study & Online Exam Center: Mind Mapper BD) | Aug 2013

Language & Computer Literacy

- Proficient in , Xiaomi Feishu, Mi Work, BQMS, VERS, N-ERP, ECMS, COUPA, SAP Ariba, Oracle ERP, Oracle E-Tendering etc.
- Strong working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).
- Excellent proficiency in Bengali and English, both written and verbal.

Key Extra-Curricular (ECA) Achievement

- **100% scholarship received** for the Certified Supply Chain Analyst (**CSCA**) certification by winning the Ptak Prize for Supply Chain Excellence in the 2013 case competition organized by **ISCEA**.
- Demonstrated leadership abilities as a **co-founder and ex-president** of Jagannath University Career Club (**JNUCC**) (2011- 2014).

Professional Membership

- **Student Member** at Chartered Institute of Procurement & Supply (**CIPS**)
- **Executive Committee Member** at SCM Alumni Society (**SAS**)
- **General Member** at Bangladesh Supply Chain Management Society (**BSCMS**)