

NAZIA TABASSUM

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PROFESSIONAL EXPERIENCE

ACA Management LLC

February 2025- Present

Supply Chain Manager and Logistics Coordinator

- Develop and manage end-to-end supply chain strategies (procurement, transportation, warehousing, distribution).
- Collaborate with carriers, customs brokers, and international agents to streamline global shipping operations.
- Analyze logistics performance metrics and identify areas for cost savings and efficiency.
- Ensure compliance with international trade regulations and customs requirements.
- Manage supplier and carrier relationships to optimize service and cost.
- Oversee inventory planning, order fulfillment, and delivery performance.
- Use ERP and TMS (Transportation Management Systems) for tracking and coordination.

Wichita State University- W. Frank Barton School of Business

August 2023- December 2024

Graduate Research Assistant

- Data Record through surveys, interviews, experiments and observation and thorough review of literature relevant to the research topic
- Data analysis using statistical methods and qualitative analysis techniques
- Efficient communication with team members, research participants and presenting the result.

Buyer, Supply Chain, Global Procurement Services

January 2022- December 2022

Hongkong and Shanghai Banking Corporation (HSBC) Bangladesh

- Participated in contract negotiation to ensure that purchase orders include correct quantities and comply with quality standards.
- Managed the outsource for the bank and worked as a TPRM (Third Party Risk Manager)
- Request for Quotes RFQ, change management, contract negotiations, payment queries, dispute resolutions

Senior Associate, Operational Management

July 2018- December 2021

Hongkong and Shanghai Banking Corporation (HSBC) Bangladesh

- Provided essential Operational, Technical and Administrative support to Global Business.
- Analyzed financial information related to the organization's expenses, seeking ways to improve accuracy of budgets and forecasts and decrease the cost of assigned departments and projects. During 2021-2022 I saved approximately USD 800k from Cost Saving initiatives as a Project manager.
- Performed as a sustainable manager for green financing projects. Developed and executed strategies to achieve ESG (Environmental, Social & Governance) goals of the organization and coordinated internal and external stakeholders to achieve the sustainability goals.

Due Diligence Analyst

December 2015 – May 2018

Standard Chartered Bank Bangladesh

- Analyze customer data, documentation and negative news in order to determine risk profiles as established under the KYC/CDD/EDD procedures both initially and as an ongoing basis.
- Identifying suspicious activity through automated and manual processes, risk rating of business customers, review of SARs prior to filing and the review of Enhanced Due Diligence Reviews.
- Implementation of policies and procedures of Financial Crime Risk Mitigation, Anti Money Laundering and Sanction Countries as well as the Central Bank Guidelines.

EDUCATION

Wichita State University- W. Frank Barton School of Business
MS in Management Science and Supply Chain Management
Wichita, KS, USA

January 2023- December 2024
CGPA: 3.93/4.00

University of Dhaka
MBA , Major in Human Resource Management
Dhaka, Bangladesh

CGPA: 3.90/4.0
(GPA 4.0/4.0 in final semester)

University of Dhaka
Bachelor of Business Administration
Major in Management Studied
Dhaka, Bangladesh

CGPA: 3.73/4.0
(2nd highest in the Department)

LANGUAGE PROFICIENCY

English: Fluent
Bengali: Fluent
Spanish: Moderate
Arabic, Urdu & Hindi: Moderate

SKILLS

MS office tools, i.e. Excel, Word, Power point

Microsoft Access
SPSS
Tableau
SQL
ERP
TMS
MRP
SAP
Power BI
Oracle Fusion (Procurement ERP Platform)
Coupa (Procurement ERP Platform)
Project Management.
Risk Management.
Governance and Compliance.
Cost management.
Problem management and Change Governance
Green Financing

LEADERSHIP AND EXTRA CURRICULAR ACTIVITIES

- Member, Student Association for Supply Chain Management (SASCM), Parent, Professional Organization Institute for Supply Management (ISM) (2023-Present)
- Member, Institute for Supply Chain Management (2023-Present)
- Performed as volunteer for WSU Student Association of Supply Chain Management
- Volunteered for Wichita Industrial Trade Show 2023
- Performed as Campus Ambassador for International Supply Chain Education Alliance (2023)
- Performed as volunteer for BSA (Bangladesh Student Association at Wichita State University)