



No. DCE-007(222/223/224/225/226/33

Date: 24-03-2024

**Announcement of Short Courses**  
**Organized by Directorate of Continuing Education (DCE), BUET.**

**Dear Sir/Madam**

We have the pleasure of informing you that considering the national demand for professional development across various fields to develop skilled manpower in Bangladesh, the short courses below are going to be organized by Directorate of Continuing Education (DCE), BUET. on the **below dates**.

Highly qualified, professionally trained, reputed, and experienced resource persons in the related areas, having ample theoretical and practical knowledge and information have developed these short courses. The main aim of these courses is to share knowledge of present and upcoming challenges and opportunities of an organization considering contemporary challenges in various areas.

SL	Topics	Date	Fee (BDT)	Last Date of Registration
1	Electrical Safety Management for Home and Industry	26 - 28 April 2024 (03 days)	15,000/-	18 <sup>th</sup> April 2024
2	Boiler Operation, Maintenance & Safety	03 - 05 May 2024 (03 days)	15,000/-	25 <sup>th</sup> April 2024
3	Inventory and Warehouse Management	11 <sup>th</sup> May 2024 (01 day)	8,000/-	05 <sup>th</sup> May 2024
4	Advanced Project Management	17-19 & 24-26 May, 2024 (06 days)	25,000/-	09 <sup>th</sup> May 2024
5	Boiler Operation, Maintenance & Safety	05 - 07 July 2024 (03 days)	15,000/-	27 <sup>th</sup> June 2024

The registration fee is to be paid **in advance**, through Pay-Order or Demand Draft, in favor of **“Director, BRTC BUET, Dhaka**. Registration fee may also be electronically deposited at Savings Account Number - **4404034173888** (Routing Number – **200270522**) Account Name: **Director, Directorate of Continuing Education (DCE), Sonali Bank Ltd., BUET Branch, Dhaka**. Course Fee includes all costs of printed course materials, exams & certificates, etc., and excludes VAT & TAX.

Seats are limited and application/nomination would be selected on a First Come First Serve basis. For more information, please contact **01303183113**, E-mail [info@dce.buet.ac.bd](mailto:info@dce.buet.ac.bd), [dirdce@dce.buet.ac.bd](mailto:dirdce@dce.buet.ac.bd)

We would appreciate it if you could kindly participate and/or nominate the concerned official (s) from your esteemed organization in these short courses.

Thank you

**Prof. Dr. Mohammad Nasim Hasan**

Director, Directorate of Continuing Education, BUET, Dhaka-1000

## CONTACT

**Director**  
**Directorate of Continuing Education (DCE)**  
BUET, Dhaka-1000

Tel: 02 58610738  
PABX: 02 55167228-57 ext. 7848, 7452  
Cell: 01303183113  
Email: info@dce.buet.ac.bd

## About DCE

DCE established in **1995 at BUET**, a platform for decentralized and adaptive learning to bridge the gap between Professionals and Academicians, promotes pedagogical development with a combined experience of Academicians and Professionals and offers distance training opportunities. So far, **213** short courses/training workshops have been offered to serve more than **10,500** professionals.

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SHORT COURSE OUTCOMES

At the end of the short course, participants will be able to:

- Understand the importance of inventory management
- Know the Replenishment strategy
- Material requirement planning
- Measuring the performance of the model

## RESOURCE PERSON

A professional expert will conduct the session.

For details please visit: [dce.buet.ac.bd](http://dce.buet.ac.bd)

## DURATION

11 May 2024  
(Saturday)

## LANGUAGE

English and Bangla

## CERTIFICATE

A certificate of attendance will be provided.

## Short Course on Inventory and Warehouse Management



**11 May 2024**  
**BUET, Dhaka**

*Organized by*

**Directorate of Continuing Education (DCE)**  
**Bangladesh University of Engineering and  
Technology**  
**Dhaka-1000**

For registration in this course,

Please Scan Below



Nowadays companies don't compete rather supply chain competes. Bangladesh has become one of the most important global suppliers of the world. In the ready-made garment (RMG) sector, Bangladesh is the second largest exporter in the world after China. Bangladesh earned \$55.55 billion in export earnings in fiscal year 2022-23, seeing a narrow growth of 6.67% year-on-year growth on the backs of the apparel sector, according to recent data by the Export Promotion Bureau (EPB). The country's export earnings crossed the milestone of \$50 billion for the second consecutive fiscal year. It previously earned \$52.08 billion from export earnings in FY22.

However, to sustain such a growth rate in the future, Bangladesh needs to compete with other emerging countries like Vietnam, Myanmar, and the Philippines etc. Knowledge-based manpower can be a good resource to sustain those achievements. Considering this requirement of manpower developing short courses are organized by the Directorate of Continuing Education (DCE), BUET is designed to provide the participants with comprehensive knowledge of Inventory and Warehouse management in the context of Bangladesh.

### WHO SHOULD ATTEND?

This short course is designed for anyone interested in supply chain (Major in Inventory Management) and needs to understand the fundamentals of inventory management relevant to supply chain management. The following participants will get the most benefit from attending this short course:

- Entrepreneurs, CEOs of small, medium, and large Organizations
- Supply chain executives, Supply chain managers
- Operational managers, Procurement professionals
- Logistics managers, Distribution managers
- Production managers
- Fresh graduates looking for supply chain jobs

### PROGRAM OVERVIEW

Contents of the workshop are:

- Introduction to inventory management
- Replenishment strategy/Reorder point.
- Single period inventory/ Safety stock
- Inventory management performance management
- Inventory Policy & Control

### VENUE

Directorate of Continuing Education (DCE), 3<sup>rd</sup> Floor, Institute Building, BUET, Polashi, Dhaka-1000.  
**(Near Dr. M A Rashid Student Hall, BUET and BUET Gymnasium)**

### REGISTRATION FEE

BDT **8,000/-** per Person (Tk. Eight Thousand Only)  
The fee will cover Printed lecture instructions, workshop kits, Printed comprehensive materials, refreshments, certificate etc.

### PAYMENT PROCEDURE

Registration Fee is to be paid in advance payable through

1. Pay Order/Demand Draft (DD) in favor of **Director, BRTC, BUET**

OR

2. Electronically deposited at -

Savings Account No. - **4404034173888**

Routing Number - **200270522**

Account Name: - **Director, Directorate of Continuing Education(DCE) Sonali Bank Ltd., BUET Branch, Dhaka**

**Seats are limited and the selection procedure will be First Come First Serve basis.**

### REGISTRATION FORM

Short Course On

## Inventory and Warehouse Management

DCE, BUET

Please complete the registration form in BLOCK LETTERS and return it to the address overleaf.

Name: .....

Affiliation: .....

Company Name: .....

Address: .....

.....

.....

.....

Cell Phone: .....

Email: .....

Payment:

- Pay Order/ Demand Draft (DD)
- Online Banking

*Please attach the original copy of payment.*

Details of Pay Oder/Demand Draft:

.....

.....

Signature: .....

Date: .....



**Short Course on  
Inventory and Warehouse Management**

**Organized by: DCE, BUET  
11<sup>th</sup> May 2024**

**Program Schedule**

Date	Time	Event/Topic and Resource Person		
11.05.2024 (Saturday)	08:30 AM- 09:00 AM	Registration		
	09:00 AM- 10:00 AM	Lecture 1: <b>Introduction to inventory management, the importance of it in Business</b>	Mahbub Hossain Head of Supply Chain, Renata Limited	
	10:00 AM- 11:00 AM	Lecture 2: <b>Inventory models and selecting the suitable model for business – part 01</b>		
	11:00 AM- 11:15 AM	Tea Break		
	11:15 AM- 01:00 PM	Lecture 3: <b>Inventory models and selecting the suitable model for business – part 02</b>		
	01:00 PM- 02:00 PM	Prayer and Lunch Break		
	02:00 PM- 02:30 PM	Lecture 4: <b>Inventory management performance measurement</b>		
	02:30 PM- 03:00 PM	Lecture 5: <b>ABC classification / Material requirement planning, Inventory Policy &amp; Control</b>		
	03:00 PM- 04:00 PM	Lecture 6: <b>Storage system / Warehouse space</b>		
	04:00 PM- 04:30 PM	Prayer and Tea Break		
	04:30 PM- 05:00 PM	Lecture 7: <b>Warehouse layout /Inventory record system</b>		
	05:00 PM	Certificate Award Ceremony		



## Trainer's Biography



**Mr. Mahbub Hossain**  
General Manager  
Renata Limited

**Mr. Mahbub Hossain** is the **General Manager** of **Renata Limited**, one of the leading pharmaceutical companies in Bangladesh with a market capitalization of over 139 million BDT. He is currently heading the supply chain department of the company consists of a young and vibrant team responsible for the overall alignment of the supply chain towards business growth and value generation.

Mr. Mahbub did his MSc. in Logistics from the Nanyang Technological University, Singapore. He also did his MSc. in Project Management & Operational Development from KTH, Royal Institute of Technology. Forecasting, planning, and data-driven decision-making are some of his key interests and areas of expertise. development of forecasting models based on artificial neural networks, the development of inventory models, etc.