

Last Updated : **June 21, 2017**

## **ABU SADEQUE MUHAMMAD SHELIM**

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### **Career Objective:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth and development.

### **Career Summary:**

Highly accomplished strategic thinker & creative executive with a proven history of success in Quality Auditor , Outstanding at managing multiple initiative simultaneously.  
Demonstrated high performance standards with attention to detail & deadlines,producing quality results.Work well in diverse teams to achieve goals.

Key skills

1. Technical skills ( Menswear & Woven Tops)
2. Interpersonal skills
3. Problem solving skills
4. IT and numerical skills
5. Communication skills

### **Special Qualification:**

I am very much energetic and organized person. I would like to being around people and able to cope with any environment very shortly. I enjoy working in groups and like to learn new things. I am familiar with MS Word, Excel and Internet applications.

### **Employment History:**

**Total Year of Experience : 6.8 Year(s)**

1. **QA Auditor, Menswear (Suit, Blazer, Trouser, Waistcoat, Outerwear). ( July 5, 2015 - Continuing)**

## **AAK LTD**

Company Location : Suite 6, Accurist House, 44 Baker Street London W1U 7AU

Department: Quality Control

### **Duties/Responsibilities:**

\* Oversee total quality assurance functions across the Bangladesh factory whom we work with, delivering high standard products to multiple UK retailers like M&S, NEXT, MOSS BROS, MATALAN, DEVENHAMS.

\*Ensure that quality of the garments delivered to customers are in line with the buyers and company requirements. Handle QA procedure in a way that ensures minimum involvement of time, manpower and other resources while delivering the optimum quality.

\*Perform in line inspection during production and if I find any problems in production or garments, advice the factory QA people to make a root cause analysis of defects. Also tell the responsible person to take immediate corrective actions and solve the problems.

\*Perform final random inspections mailing reports to Technical Manager, QA manager & Technologist and monitor on site final AQL.

\*Monitor in line, end of line & final QA check points advising them and sometimes provide training on site QA personnel.

\*Take responsibility for assuring the lines are following ours technical specifications and make sure that in line OQLs (Observed Quality Level) is to the desired standard.

\*Monitor critical path and production schedule & Sample schedule within factory ensuring deliveries are met on time.

\*File weekly Quality reports to QA manager and proactively highlight issues on the report.

\*Follow up CAP (corrective action plans) of buyers audits, ensuring time line is followed.

\*Check the measurement, fitting and quality before sending the any types of sample ( Development, Contract Seal, Pilot Run, Rack Sample) in our UK office.

\*Update the sample schedule & Production Schedule every week on my board and send a picture of my board to my Technical Manager, QA Manager, Technologist, Merchandiser and Product Developer who sits on our uk office.

\* Review all fit comments with factory production and quality people after the fit session finished with customer.

\* Conduct the PP meeting, go through all the pp comments with factory production and quality team before start the bulk production.

\*Report important observations or changes to factory situations regarding Management, Customer-base, equipment, Capacity Planning, etc

## 2. **Senior Executive, (Industrial Engineer), Woven( Incharge). ( May 3, 2014 - June 30, 2015)**

**MG Shirtex Limited**

Company Location : 31/1, Luxmipura, Chandana, Joydebpur, Gazipur, Dhaka.

Department: Industrial Engineering

**Duties/Responsibilities:**

- \* Mainly we do production study to find out the reason of poor production and adopt Industrial Engineering practice in every possible area for maximum productivity & ensure optimum utilization resources.
- \* On regular basis monitoring production floor and having better control over the production floor.
- \* Implement the Fast React production planning in the line.
- \* Improving processes and improving method of working to increase factory's overall performance and standardized garment manufacturing processes.
- \* Help merchandiser and marketing personnel by providing per minutes cost and production lead time.
- \* Work measurement of sewing operations, cutting room and finishing section.
- \* Setting standard time for sewing operations and manual operations, Improving method of work and design workstation, Manpower Planning & allocation, Operation Bulletin, Technical Layout, WIP status monitoring.
- \* Review weekly/ monthly plan, Production planning and factory capacity determination, Hourly production review. \* Line Efficiency Report, Lost Time Report, Operator Performance Reports, Skill Matrix, Method Improvement, New style analysis and discussion, Sample production status, DHU, Repair & Rejection, Quality MIS, Root cause analysis, Material Lead time, Style Lead time, Average Absenteeism, Average Overtime, Average salary paid.
- \* Train workers with easy & standard methods to develop skilled workforce.
- \* Update daily production status to Senior Management.

**3. Executive - IE ( Woven Division). ( February 2, 2013 - April 30, 2014)****Mohammadi Group Limited**

Company Location : Khilket, Dhaka.

Department: Industrial Engineering.

**Duties/Responsibilities:**

- \* When new style start analyze the bulletin and layouts. Provide support to production and quality department for all out final output.
- \* Monitor the work flow after initialization and update the methodology time to time.
- \* Check and ensure the layout.
- \* Balance the line to ensure minimum Work - In - Process (WIP). Analyze the bottle - neck process. Method study. Follow - up the production and take necessary action for achievement.

**4. Executive, Sales and Marketing ( January 7, 2012 - January 24, 2013)****Mozaddedia Printing and Packaging Company**

Company Location : Shah Kabir Majar Road, Dakinkhan, Uttara, Dhaka.

Department: Marketing

**Duties/Responsibilities:**

- \* Identify the right buyer for material.
- \* Keep close contact with the buyer for updated status on deliveries; coordinate with garment suppliers if necessary. \* Regular communication, give and receive feedback to improve performance.
- \* Coordinate with production teams to develop quality products for buyer with price effectiveness and finally provide them a good service.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BA (hons) in English	English	Metropolitan University, Sylhet	CGPA:2.88 out of 4	2011	4years.
Higher Secondary Certificate (H.S.C) 2005.	Science Group.	Chhatak college.	CGPA:2.2 out of 5	2005	2years
Secondary School Certificate (S.S.C) 2001.	Science Group.	Borakhal Bohu Mukhi High School	CGPA:3.38 out of 5	2001	2years

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 112000  
 Expected Salary : Tk. 18,000  
 Preferred Job Category : Garments/Textile, Production/Operation, Garments technician/Machine operator  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization : Multinational Companies, Garments, Buying House, Group of Companies  
 Types

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Production</li> <li>• Quality Control/ Inspect</li> </ul>	I am a person who can easily builds relationship with all types of individuals. I can easily conform to the situation and find ways to interject my message into natural conversation. I have experience dealing with busy industrial professionals and know how to speak their language. I am a driven and self-motivated individual who has proven my ability to rise above goals that are set for me.

### **Extra Curricular Activities:**

I was President of Sports Club and Executive member of the Cultural Club in Metropolitan University, Sylhet and still now I involved with different kind of sports. I regularly play football with the teachers of International Turkish Hope School at Uttara. I am also doing gym from last six years regularly and also work as part time trainer.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

### **Personal Details :**

Father"s Name : Md Abul Hashem  
 Mother"s Name : Musammat Ayatun Nesa  
 Date of Birth : October 25, 1985  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 Religion : Muslim  
 Permanent Address : Vill-Duar Gown, P.O-Bangla Bazaar, P.S-Doara Bazar, Dist- Sunam gonj.  
 Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Peter Mckenna	Mohammed Emtiaz Uddin
Organization	: Kiabi International Supply Service Ltd	Premier Bank Limited
Designation	: Product Sourcing Manager	SVP & Head Corporate Banking Division
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Relation	: Professional	Professional

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