

Last Updated : **March 28, 2016**

## **ABU SHAMIM**

Address: House-19, Road-01, Sector-13, Uttara, Dhaka-1230  
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### **Career Objective:**

Seeking a position where I can use my skill, experience and potential to bring about positive changes and to become a part of the success in an environment of growth and excellence.

### **Career Summary:**

- â Dealing with foreign buyers
- â Administration and Management
- â Well Negotiation
- â Online Communication
- â Dealing with foreign Currency
- â Practical Garment Production Experience
- â Working Experience at Buying House
- â Assisting Garment Export

### **Special Qualification:**

I am committed to complete my assigned task before deadline. I am hardworking, dedicated and sincere.

I am an Expert Forex Trader. Expert on emailing and online communication with local and foreigners/buyers. I am a good negotiator as well.

### **Employment History:**

**Total Year of Experience : 5.7 Year(s)**

**1. Student Adviser ( January 4, 2016 - Continuing)**

**College Of Fashion Technology & management (CFTM)**

Company Location : Uttara, Dhaka, Bangladesh

Department: Admin

**Duties/Responsibilities:**

Communicate with visitor/students, talk about the courses. Follow Up admission and class schedule.

**2. Assistant Merchandiser ( March 1, 2015 - December 30, 2015)**

**Asset Knitwear limited**

Company Location : Dhaka, Bangladesh

Department: Planning & Development

**Duties/Responsibilities:**

Planning on Development, Communication, Negotiation and purchasing.

**3. Assistant Merchandiser ( September 1, 2014 - February 10, 2015)**

**Tex Stock Inc.**

Company Location : Uttara, Dhaka, Bangladesh

Department: Sample

**Duties/Responsibilities:**

Carrying sample, Showing sample to the buyers, Basic communication with buyers, Attending the buyers' meeting with the senior merchandisers.

**4. Operation Officer ( January 4, 2014 - August 28, 2014)****Yes International**

Company Location : Uttara, Dhaka, Bangladesh

Department: Marketing & Sales

**Duties/Responsibilities:**

Keeping contact with chain shops, Communicating with ingredients suppliers and follow up packaging.

**5. Customer Support Manager. ( February 4, 2013 - November 30, 2013)****LiteForex Investments Limited**

Company Location : Russia (Work Station Dhaka, Bangladesh.)

Department: Public Relation.

**Duties/Responsibilities:**

Communicate with client, as well as answering question and give the proper instruction, if they face any problem. (Live Support)

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Apparel Marchandising And Fashion Management (AMFM)	Uttara University		2015	1 Years
BA (Hons)	Apparel Manufacturing Management & Technology. (AMMT)	Shanto Mariam University of Creative Technology	CGPA:2.7 out of 4	2014	4 Years
HSC	Humanities	Uttar Bangla collage, Lalmonirhat.	CGPA:4.2 out of 5	2010	2 Years
SSC	Science	Kumrirhat High School	CGPA:3 out of 5	2008	5 Years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Graphic and web design.	Illustrator, Photoshop, HTML, CSS, PHP.	Rong Tuli world	Bangladesh	Uttara, Dhaka	2012	6 Month
Freelancing and Outsourcing.	Introduction to online earning system, Registration policy, Bid methodology, Communication with buyer, Negotiation, Work process, Project submission, Payment Receive process, Binary system, Etc.	Uttara Info Tech.	Bangladesh	Uttara, Dhaka	2011	6 Month
Basic Computer	Introduction to computer, Basic hardware and software, Windows operating, Microsoft Office (MS word, Excel, PowerPoint).	Uttara Computer Education	Bangladesh	Uttara, Dhaka	2010	6 Month
Youth Development Training	Self employment	Youth Development Training Center	Bangladesh	Lalmonirhat	2008	3 Month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Best performer award - 2013	Asset Venture Capital Limited	Dhaka, Bangladesh	January 1, 2013	December 13, 2013

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 14000  
 Expected Salary : Tk. 18,000  
 Preferred Job Category : Garments/Textile, Production/Operation  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : India, Japan, Malaysia, Saudi Arabia, Afghanistan, Australia, Canada, Denmark, France, Mexico  
 Preferred Organization Types : University, Govt./ Semi Govt./ Autonomous body, Clearing & Forwarding (C&F) Companies, Multinational Companies, Garments, Textile, Buying House, Group of Companies, Garments Accessories, Dyeing Factory, Cellular Phone Operator, E-commerce

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Commercial/ Purchase</li> <li>• Merchandising</li> <li>• Production</li> <li>• Marketing</li> <li>• Training &amp; Development</li> <li>• CSS</li> <li>• FrontPage</li> <li>• Business development</li> <li>• Customer Support/ Client Service</li> <li>• International/ Export Marketing</li> </ul>	<p>I am able to deal with any local or foreign customer/buyer, and expert on e-mailing as well any others methods of chatting or communication tools like Skype, Viber, Line, ICQ, Wechat, Hangout, Whatsapp, G-talk Etc.</p> <p>Expert On: Microsoft Office, Microsoft word, Microsoft Excel, Microsoft Power Point, Front Page, Illustrator, Photoshop, Outlook. Having Good Knowledge on Internet Browsing, Chatting, Search web page-mail Operation &amp; Downloading. Knowledge in the field of Web design and development (HTML, CSS) with Good Typing Skills.</p>

### **Extra Curricular Activities:**

Presentation, Anchoring, Swimming, Driving Bike and Car, Motivating people and Good Organizational Capabilities.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
Bangali	High	High	High
English	High	High	High

### **Personal Details :**

Father"s Name : Abdul Kadir  
 Mother"s Name : Sazeda Begum  
 Date of Birth : January 25, 1990  
 Gender : Male  
 Marital Status : Single  
 Nationality : Bangladeshi  
 Religion : Islam (Sunny)  
 Permanent Address : Vill: Moshor Doljor P.O: Sarpukur, P.S: Aditmari, Dist: Lalmonirhat  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Anisur Rahman	S. M. Shahidul Islam
Organization	: Concrete Apparel Limited	Fantasia Ltd. (Fantasi Island)
Designation	: Managing Director	Director
Address	: Srikhondia, Zirabo, Ashulia, Dhaka	Sonargaon Janapath, Diabari, Uttara, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01918634816	01765820370
EMail	: as.sohag86@gmail.com	
Relation	: Professional	Professional