

## **MD. MuktaDeer HOSSAIN**

Address: House No. 08 (3<sup>rd</sup> Floor), Road No. 01,  
Totamia Soroni, Bawnia, Turag, Dhaka  
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### **Key Qualification**

- Good interpersonal communication skills
- Good proficiency in English, Bengali
- Hardworking, meticulous about the details in any task
- Working idea in different location in Dhaka, Gazipur
- Eager and quick in learning new things & in adapting to new environment of any place
- Well disciplined, efficient and have good managerial skill

### **Career Objective**

To pursue a challenging career in any organization which can be play a vital role for socio-economic development, where there is a scope to utilize my knowledge, skill, creativity and my experience.

### **Employment History**

Total Year of Experience: 11 Years

#### **1. Merchandiser (1<sup>st</sup> Jan 2015 to Continuing)**

ONTREND (HK) LTD, [BANGLADESH LIAISON OFFICE]  
Company Location: House#05 (2<sup>nd</sup> Floor),  
Road#20, Sector#03, Uttara, Dhaka-1230.  
Department: Merchandising

#### **Duties/Responsibilities-**

- Handle department of Knit
- Correspondence with buyers through email and telephone
- Negotiating order, sample, price quotation follow up and other important issues
- Arrangement of local or import accessories
- Follow up Inline and final inspection
- Follow up schedule of the shipment
- Sample monitoring and new design development



- Checking all accessories, fabrics before start production
- Order status monitoring from sample to shipment
- Total quality management system development
- Maintain quality department team
- Follow up suppliers payment after shipment

## **2. Admin & Commercial Officer (10<sup>th</sup> May 2010 to 31<sup>st</sup> Dec 2014)**

ONTREND (HK) LTD, [BANGLADESH LIAISON OFFICE]

Company Location: House#03 (2<sup>nd</sup> Floor), Road#10,  
Sector#04, Uttara, Dhaka-1230

Department: Admin & Commercial

### **Duties/Responsibilities- (As an Admin Officer)**

- Maintain and update company databases
- Prepare regular reports on expenses and office budgets
- Update internal databases with new hire information
- Gather payroll data like bank accounts and working days
- Schedule job interviews and contact candidates as needed
- Answer queries by employees and clients
- Ensuring the confidentiality and security of files and filing systems
- Arrange travel and accommodations
- Operate copy equipment, scanner machines, printers or other equipment necessary

### **Duties/Responsibilities- (As a Commercial Officer)**

- Take care of commercial documents
- Make correspondence with overseas office, suppliers, shipping agent, C&F, Bank
- Keeping record of all original documents submitted to bank by suppliers
- Checking commercial documents based on the information & give approval to suppliers
- Prepare Commercial Invoice, packing list & CO draft & get approval from buyer

### **Knowledge of fabric**

- **Knit Fabric:** Worked fabric in Single Jersey, Interlock, Pique, Lacoste, 1/1 RIB, 2/2 RIB, Yarn Dyed, Polar fleece, Micro fleece, CVC Fleece Brush & Terry, Lycra, Polyester, Velour, Mesh etc. Also knowledge of different type of knitted fabric.
- **Woven fabric:** Have knowledge of T/C, Poplin, Canvas, Twill, Polyester, Dobby etc.

### **Buyer Handle**

KENVELO-Cz, Lee Cooper-Cz, TIMEOUT-Cz, MCO-Cz, WB&CO-Cz, Montecristo.



## **Products Handle**

T-Shirt, Polo Shirt, Trouser, Tank-Top, Short Pant, Jogging Pant, Hooded Sweatshirt, Round Neck Sweatshirt, Ladies Skirt, Ladies Dress, Kids items

## **Computer Skills**

**Operating system:** Windows-XP, Windows 7, Windows 8

**Microsoft Office:** MS Word, MS Excel, PowerPoint, Outlook

**Others software:** Adobe Photoshop

**Internet:** E-mail & Browsing

**Networking:** Maintenance & Troubleshooting.

## **Language Proficiency**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bengali	High	High	High

## **Academic Qualification**

Label	Group	School/University	Result/Grade	Year
M.B.A	HRM (Executive)	AUB	3.638 on scale of 4.000	2014
M.Sc.	Botany	National University	2 <sup>nd</sup> Class	2010
B.Sc.	B.Sc.	National University	2 <sup>nd</sup> Class	2007
H.S.C.	Science	Mahmuda Chowdhury College, Mirpur	2.80 on scale of 5.00	2003
S.S.C.	Science	Kuripol Adarshaw Secondary School	3.00 on scale of 5.00	2001

## **Personal Details**

Father's Name : Md. Abdur Rashid  
Mother's Name : Nurjahan Begum  
Date of Birth : September 15, 1985  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Blood Group : B (+)ve  
Permanent Address : C/O Md. Abdur Rashid, Village-Gopalpur, Union-Chitholia, Post- Mirpur, Thana-Mirpur, District- Kushtia

## **Interest**

Garments/Textile, Economics & learning new things

## **Reference-01**

1. Name : Md. Ahasan Feroz (Liton)
2. Organization : Ontrend (HK) Ltd, [Bangladesh Liaison Office]
3. Designation : Country Manager
4. Address : House-05 (2<sup>nd</sup> floor), Road-20, Sector-03, Uttara, Dhaka
5. Mobile No : +8801713185311
6. E-Mail : [liton@ontrend-bd.com](mailto:liton@ontrend-bd.com)
7. Relations : Professional

## **Reference-02**

1. Name : Md. Mahmudul Haq Khan
2. Organization : IFIC Bank Ltd
3. Designation : Assistant Vice President
4. Address : Principal Branch, Motijheel C/A, Dhaka-1000
5. Mobile No : +8801714178182
6. E-Mail : [mahmudul@ificbankbd.com](mailto:mahmudul@ificbankbd.com)
7. Relations : Professional

## **Reference-03**

1. Name :Md. Moinuddin Khan
2. Organization :Dhaka Electric Supply Company Limited (DESCO)
3. Designation :Superintending Engineer at DESCO
4. Address :Plot:22/B, Kabi Farrukh Sarani, Nikunja-2, Khilkhet, Dhaka-1229
5. Mobile No :+8801713443043
6. E-Mail : [engr.mukhan@gmail.com](mailto:engr.mukhan@gmail.com)
7. Relations : Professional



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**Md. Muktadeer Hossain**