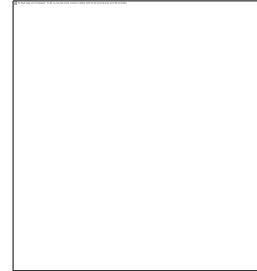


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **March 28, 2017**

## **MD. MARUF-UL-HASAN**

Address: C/O, A.K.M. Mahtab, Parvej Palace, 4th Floor (A), North Side, House # 17, Road # 04, Block # A, Banasree, Rampura, Dhaka-1219.  
Home Phone: 01717499867  
Mobile : 01717534430  
email: mthsust@gmail.com, mth\_sust@yahoo.com



### **Career Objective:**

I am seeking a suitable position in RMG sector that will utilize my creative and analytical skills to ultimately drive sales and profit.

### **Special Qualification:**

Merchandising, Organizing, Management, Administration, Presentation,

### **Employment History:**

**Total Year of Experience : 5.3 Year(s)**

#### **1. Junior Merchandiser ( November 1, 2015 - Continuing)**

##### **Etam Int. Sourcing Shanghai Ltd.(A France Liaison Office)**

Company Location : Gulshan-2, Dhaka.

Department: Merchandising

##### **Duties/Responsibilities:**

- 1.Product Development.
- 2.Price negotiation with buyer & factory.
- 3.Order Follow-up with buyer & factory.
- 4.Updating information in ERP.
- 5.Development & Order status reporting to Country Manager in Bangladesh .
- 6.Communicates and coordinates with other departments (Quality, Compliance, HR and Commercial) to develop awareness of working procedure with all employees.
- 7.Coordination & guiding to factory.
- 8.Conducting all types of audits, buyer visiting to factory.
- 9.Prepare weekly recap with respect to the number of running orders.

#### **2. Merchandiser ( February 5, 2014 - October 31, 2015)**

##### **BDG TEXTILIEN (BD) LTD.[Buying House cum Factory (Woven Top+Bottom)]**

Company Location : House # 484, Road # 8, Baridhara DOHS, Dhaka.

Department: Merchandising

##### **Duties/Responsibilities:**

- 1) Handle day-to-day Merchandising operations.
- 2) Facilitate order pursuits and prepare development samples and costing sheets.
- 3) Assist to correspond with buyers and work with foreign expertise independently.
- 4) E-mail corresponding, follow-up all merchandising activities with factory concern Merchandisers.
- 5) Negotiation of consumptions & Cost (CM, Fabric, Trims, Accessories, Print & Embroidery).

- 6) Communicate with suppliers for: raw materials, booking and delivery.
- 7) Responsible for the coordination of daily operational activities in fabric, pre-production sample development, and production tracking.
- 8) Work with internal departments to ensure quality, production and timely delivery of goods.
- 9) Overall responsibilities to look specific assign by the superior, also day to day update Sr. Merchandiser on work accordingly.
- 10) Ensure all mail/work taken care off on regularly basis.
- 11) To make costing, sourcing of trims & accessories, fabrics to be in house before bulk production starts.
- 12) Understand the buyers requirement and implement the necessary procedures in the production department.
- 13) Communicates order details and requirements to factories and parties concerned, and manage production process properly to meet quantity, quality, order specification and delivery date requirement.

### 3. **Assistant Merchandiser ( August 14, 2012 - January 31, 2014)**

#### **LYNX DESIGN LTD.**

Company Location : House # 512, Road # 9 (East), Baridhara DOHS, Dhaka.

Department: Merchandising

#### **Duties / Responsibilities:**

1. Follow up the whole Sample development procedure (knit & woven) as per buyer requirement & submit samples on time.
2. Sound knowledge in handling various styles with the fabric.
3. Sample fabric & trims booking to supplier for develop sample & submit on time.
4. Sourcing of fabrics, trims and accessories from home and abroad.
5. Have sound knowledge about consumption both knit & woven.
6. Have knowledge about different types of print, dye and wash.
7. Ensure that all sample, trim, fabrics have been approved before production.
8. Collects and dispatches files contains all information related to new offers.
9. Collects all needed offers elements , fabric swatches, color cards, tech packs.
10. Dispatches all relevant information to suppliers for them to work on their offers.
11. Maintains established filing system at all times (swatches, samples, documents).
12. Co-ordinates with production team and suppliers in order to deliver on time shipment.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.Sc	Statistics	Shahjalal University of Science & Technology	CGPA:2.65 out of 4	2011	1 Year	-
B.Sc	Statistics	Shahjalal University of Science & Technology	CGPA:2.54 out of 4	2009	4 years	-
HSC	Science	Govt. Azizul Haq College, Bogra.	CGPA:3.7 out of 5	2003	2000-2001	-
SSC	Science	Police line High School, Bogra	First Division, Marks :79.9%	2000	1998-1999	Star Marks

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Divisional Drama Workshop	Organizing, Performance, Presentation, Acting	Bangladesh group theatre federation & Bengal Foundation	Bangladesh	Sylhet	2006	12-16 September
Training Workshop on Debate	Debate	British Council and CDC	Bangladesh	Sylhet	2006	13 March 2006

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25000  
 Expected Salary : Tk. 12,000  
 Preferred Job Category : Garments/Textile, Marketing/Sales  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : China, India, South Africa, United Kingdom, United States, Canada, France, Singapore, South Korea, Spain  
 Preferred Organization Types : Multinational Companies, Garments, Textile, Buying House, Group of Companies, Garments Accessories, Sweater Industry

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>• Merchandising</li> <li>• Dyeing/ Washing</li> <li>• Quality Control/Inspect</li> <li>• Production</li> <li>• Commercial/Purchase</li> </ul>	Merchandising, Organizing, Management, Administration, Presentation, Data Analysis(MS Excel, SPSS), Research, Writing, Direction(Dramas).

#### **Extra Curricular Activities:**

• I worked as an article writer and presenter at Bangladesh Betar, Sylhet. • Former Co-Convener, Vice-President and Organizing Secretary of Theatre SUST (2005-2010). (A leading Theatre Organization in Shahjalal University of Science and Technology, Sylhet). • I was a director of six dramas at Theatre SUST in Shahjalal University of Science and Technology, Sylhet. • I am one of the Dramatizer of the short story Chor by Manik Bandopadhyay. • I have participated and won prize in a Training Workshop on Debate held in 13 March, 2006 Organized by British Council and CDC(Centre for development Communication).

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name : Md. Anam Uddin  
 Mother's Name : Mrs. Morsheda Begum  
 Date of Birth : December 14, 1984  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam (Sunni)  
 Permanent Address : Vill: Darmodash Sardar Para, Post: Nagarmirganj, Thana: Kotwali,  
 Dist.:Rangpur.  
 Current Location : Dhaka

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

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Iqbal Anwarul Islam	Abdullah-Al-Mamun
Organization	: Avery Dennison	Bangladesh Army
Designation	: Manager, Procurement	Lieutenant Colonel
Address	:	Army Headquarter, Dhaka Cantonment
Phone (Off.)	: +88028832615-24	
Phone (Res.)	:	
Mobile	: +8801730046213	+8801711535468
EMail	: Iqbal.Islam@ap.averydennison.com	mamunaal@yahoo.com
Relation	: Academic	Relative