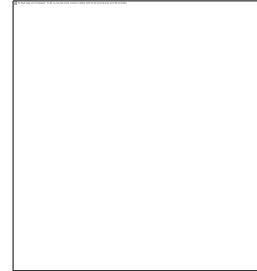


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **December 1, 2015**

Md. Najmus Sakib

Address: house# 39, road # 1, sector 09, utara, Dhaka
Home Phone: 01737281838
Office Phone :01671495207
Mobile : 01737281838
email:novasakib@yahoo.com, sakibarknit@yahoo.com



Career Objective:

Willing to work anywhere in Bangladesh or abroad, in a career based national or multinational organization, relating field where success comes through creativity, hard work, sincerity and devotion to duty

Career Summary:

Willing to work anywhere in Bangladesh or abroad, in a career based national or multinational organization, relating field where success comes through creativity, hard work, sincerity and devotion to duty

Special Qualification:

i have 1 year practical experiance in this direct sales/corporate sales and marketing areas.

Employment History:

Total Year of Experience : 14.3 Year(s)

1. MERCHANDISER (June 1, 2015 - Continuing)

STERLING DENIMS LTD

Company Location : DHANIYA NAYERHAT, SAVAR,DHAKA
Department: MERCHANDISING

Duties/Responsibilities:

PRODUCTION FOLLOWUP, TRIMS BOOKING, SAMPLE FOLLOWUP,BUYER HANDLE, ON TIME SHIPMENT

2. assistant manager (October 1, 2011 - Continuing)

QUBEE-WIMAX (NETFINITY)

Company Location : DHANMONDI
Department: SALES

Duties/Responsibilities:

lead the team and achive company target

3. Merchandiser (August 10, 2012 - May 1, 2015)

Sterling Creations Ltd

Company Location : Ashuliya

Department: Merchandising

4. **Assistant Merchandiser (May 1, 2011 - September 30, 2011)**

AR knitwearltd.

Company Location : Narayangonj

Department: Knit

Duties/Responsibilities:

quality assurance Deal with Foreign buyer Via email and many commercial activities.

5. **call center agent (March 1, 2011 - July 5, 2011)**

Star point privilege ltd.

Company Location : gulshan 1

Department: sales

Duties/Responsibilities:

sales product over the phone

6. **Senior sales Executive (January 1, 2009 - October 1, 2010)**

Qubee-Wimax (NETPLUS)

Company Location : Motijheel

Department: Sales

Duties/Responsibilities:

lead the team and achive company target

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
B.B.A	Business Studies	Darul Ihsan University	CGPA:3.57 out of 4	2011
HSC	Science	Riflse public School and college	CGPA:3.8 out of 5	2008
SSC	Science	Dinajpur zilla School	CGPA:4.88 out of 5	2005

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 35000
Expected Salary	: Tk. 15,000
Preferred Job Category	: Garments/Textile, Production/Operation
Preferred District	: Dhaka
Preferred Organization Types	: Garments, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Merchandising• Production• Quality Control/Inspect	

Extra Curricular Activities:

i am a chairman of a club named Sodesh in my Home district dinajpur. which have already 50 member. to do something different for the unable people and the villagers who are disconnect from many cultural activities.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father's Name : Md. Mostofa Hasan
Mother's Name : Mst. Samsun Nahar
Date of Birth : November 15, 1988
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Muslim
Permanent Address : Mongolpur, Birol, Dinajpur
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Arefin islam Topu	Md. Badiuzzaman Bokul
Organization	: carrefour	Bangladesh International Tutorial School
Designation	: Merchandiser	Teacher
Address	: giant trade center, utara, Dhaka	Uttara
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01711082019	01736902425
EMail	:	
Relation	: Professional	Academic