

Resume of Md. Nazrul Islam



Address 196/1, Farid Market, Uttara, Dhaka-1230 Voice: +8801933995342
E-mail: nislam7649@gmail.com

Career Summary:

Achieving a dynamic & challenging job to utilize my academic knowledge & potentiality to development my career & to achieve a respectable & responsible position in the related field and thereby contributing for the welfare of the institution.

Field of Specialization:

Garments & Garments Accessories.

Employment History:

1. R-pac Bangladesh Packaging Co. Ltd.

Address: Impetus Center (4th & 5th floor) | 242/B, Tejgaon-Gulshan Link Road, Dhaka

Designation: Officer

Department: Quality Assurance

Job Level: Mid Level

Duration: 10 January,2016 - Continuing

Job Responsibility:

1. Do all quality assurance related works. 2. Do planning of working schedule for proof readers to achieve daily target. 3. Co-ordinate with Account Service, Graphics Designing and Account Development Team regarding proof reading queries. 4. Standardize proof reading activities (SOP) as per retailer guidelines and ensure that is following by the team members perfectly. 5. Ensuring all guidelines are updated in Reference File and all are well maintained and used by proof readers. 6. Analysis the error as well the performance of proof readers. 7. Make daily proof reading report and update to QA Manager. 8. Arrange regular training for proof readers regarding new updates and guidelines. 9. Do investigation and root cause analysis in case of any mistake done by proof readers and make corrective action plan accordingly 10. Motivate the team for error free proof reading. 11. Any other task assign by QA Manager. 12. Resolve customer complaints via phone, email, mail. 13. Assist with placement of orders, refunds, or exchanges.

2. Starling Group

Address: Baron, Earpur Union, Ashulia, Savar, Dhaka

Designation: Officer

Department: Quality Control

Job Level: Entry Level

Duration: 5 January,2012 - 1 February,2013

Job Responsibility:

1. The tasks preformed while discharging responsibilities. 2. Providing supervisor to entire line for quality. 3. Responsible for Quality assurance. 4. Assisting in setting of production pattern. 5. Giving proper training to quality inspectors and iron personnel. 6. Random checking of garments in the line. 7. Random measurement checking of finishing goods in the line. 8. Providing supervision to entire line for quality.

Education:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Accounting	National University	2.92 out of 4.00	2014
BBA	Accounting	National University	2.85 out of 4.00	2013
H.S.C	Commerce	Uttara Town College	4.50 out of 5.00	2009
S.S.C	Commerce	Dakshin Dharu High School, Narsingdi	3.81 out of 5.00	2007

Training:

Title	Topic	Institute	Country	Year	Location	Duration
Establishing 5S	Everything about 5S	R-pac Bangladesh Ltd.	Bangladesh	2018	Tejgaon, Dhaka	3Days
The Art of Communication	To build up communication skill	R-pac Bangladesh Ltd.	Bangladesh	2019	Tejgaon, Dhaka	2 Days
Energizing Self & Others	How to energize in every time	R-pac Bangladesh Ltd.	Bangladesh	2018	Tejgaon, Dhaka	2 Days

Personal Details :

Father's Name : Md. Bakul Mia
Mother's Name : Ramiza Begum
Date of Birth : 6 June 1991
Gender : Male
Nationality : Bangladeshi
NID : 19916810713000045
Permanent Address : Vill: Birbagber, P.O: Chandanpur, P.S: Belabo, Dist: Narsingdi
Current Location : 196/1, Farid Market, Uttara, Dhaka-1230

Reference (s):

Reference : 1

Full Name : Md. Shahadat Morshed
Organization : R-pac Bangladesh Ltd.
Designation : Asst. Manager
Voice : 8801700702679
E-Mail : shahadat.morshed@r-pac.com
Relation : Professional

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Signature