

Last Updated : **August 4, 2015**

MD. SAYDUR RAHMAN

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Career Objective:

To establish myself in a suitable position where I can implement my experience, educational knowledge, ideas and enthusiasm as well as enhance my skills.

Career Summary:

Merchandising

Special Qualification:

HR and Commercial terms training.

Employment History:

Total Year of Experience : 6.8 Year(s)

1. **Junior Merchandiser (November 2, 2013 - Continuing)**

AnonTex Group

Company Location : Vadam, Nishatnagar, Tongi, Gazipur

Department: Production

Duties/Responsibilities:

Production Follow-up.

Quality control.

Time and action plan.

Schedule maintenance.

Order follow-up.

Others.

2. **Assistant Merchandiser. (December 11, 2012 - October 30, 2013)**

Sada Kalo

Company Location : House#62, Road#3, Block#B, Niketon, Gulshan-1

Department: Fabrics & Trims

Duties/Responsibilities:

Fabrics Inspection and total quality control.

Trims followup and quality control.

Fabrics consumption.

Price negotiation.

Schedule maintenance.

Fashion & Designing.

Order followup

3. **Trainee Merchandiser. (November 9, 2010 - October 13, 2011)**

Q-Point Fashion Ltd.

Company Location : Mirpur-10, Dhaka-1216.

Department: Order to Despatch

Duties/Responsibilities:

1. Company Rule.
2. Sample & Order follow up.
3. Communicate with supplier & Buying office.
4. Assorting, Packing & Final Inspection.
5. And other official works by order of management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA (Product & Fashion Merchandising)	Arts	Santa Marium University of Creative Technology	CGPA:3.78 out of 4	2012	2011-2012	Academic
BA(Hons.) Apparels Manufacturing Management Technology	Arts	Santa Marium University of Creative Technology	CGPA:3.56 out of 4	2011	2007-2011	Academic
Higher Secondary School Certificate.	Commerce	Kaligonj College, Satkhira.	CGPA:3.3 out of 3	2006	2005-2006	Academic
SSC	Commerce	Sriakhala High School,Kaligonj, Satkhira	CGPA:3.06 out of 3	2004	2003-2004	Academic

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Application	MS-Word, MS-Excel, MS-PowerPoint	Keya Computers	Bangladesh	Kaligonj, Satkhira.	2004	3 Months

Professional Qualification:

Certification	Institute	Location	From	To
HR and Commercial Terms	AnonTex Group	Tongi, Gazipur.	October 20, 2010	October 28, 2010

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 10000
Expected Salary	: Tk. 12,000
Preferred Job Category	: Garments/Textile, Design/Creative
Preferred District	: Dhaka, Gazipur, Narayanganj
Preferred Country	: China, India, South Africa, Hong Kong, Singapore
Preferred Organization Types	: Manufacturing (FMCG), Garments, Buying House, Packaging Industry, Garments Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Merchandising • Production • Commercial/ Purchase 	<p>Responsible for order handling o MGB buyer's.</p> <p>Details analysis of Contract sheet /order sheet determination of order requirement, identifications of gaps and getting approval.</p> <p>Requirement & satisfaction of those to all concern. Plan & ensure procurement of all raw materials as per production schedule. Ensure stable supply of qualitative raw materials for production. Approve and Distribute complete order to production department with following information.</p> <ol style="list-style-type: none"> 1. Contract /order sheet. 2. Qty. break down. 3. Makeup /Style detail. 4. Measurement Chart. 5. Sketch /placement of accessories. 6. Stitching details. 7. Garment sample (approved by Customer). 8. Washing & Embroidery Instruction. 9. Fabric & accessories swatch card. <p>Follow up with production department for in time delivery reports of Manager (Merchandising).</p>

Extra Curricular Activities:

HR & Commercial Terms Training

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Samsur Rahman
 Mother"s Name : Mrs. Rowshanara Begom
 Date of Birth : July 15, 1989
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : Village-Sonatala, P.O-Bishnupur, Upazila-Kaligonj, Dist-Satkhira.
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Shaikh Khairuzzaman	H. M. Sohrawardi (Sony)
Organization	: Galaxy Sweaters & Yarn Dyeing Ltd.	Portland Textile Ltd.
Designation	: Senior Assistant Manager	General Manager
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Relation	: Professional	Others

