

Sabina Akter

Address: Vill : Dapa Idrakpur, North Shehachar,Po : Fatullah, Narayangonj, Ps : Narayangonj, Dist. Narayangonj-1400
Mobile No : 01628904912
e-mail : sabinaakhi35@gmail.com



Career Objective:

I would like to build up my career in the field of employment by obtaining a dynamic and innovative position which is responsible for the growth and success of the organization and thus extend my capabilities as an efficient employee.

Employment History:

Total Year of Experience : 3.5 Year(s)

1. **Recorder (December 2015 – January 2017)**

Universal Manswear Ltd.

Company Location :Adomjee EPZ, Siddhirgonj, Narayangonj

Duties and Responsibilities:

- Bring all trims from store and check with trims card and Style, Po And buyer wise.
- Keep all trims separately for issue.
- Issue with flow consumption.
- A issue girl must be need to proper idea for all labels and another trims.
- Check all styel when thay issue but must be check order qty and cut qty.
- Flow instruction of trims card for all buyer (H&M, M&S, Prominent, Hugger,Anisun, ZXY, etc)..

2. **Data Entry Operator (January 2017 – March 2017)**

Universal Manswear Ltd.

Company Location :Adomjee EPZ, Siddhirgonj, Narayangonj

Duties/Responsibilities:

Insert customer and account data by inputting text based and numerical information from source documents within time limits

Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
Research and obtain further information for incomplete documents

Apply data program techniques and procedures
 Generate reports, store completed work in designated locations and perform backup operations
 Scan documents and print files, when needed
 Keep information confidential
 Respond to queries for information and access relevant files
 Comply with data integrity and security policies
 Ensure proper use of office equipment and address any malfunctions

3. Sample Co-ordinator(March 2017 – September 2019)

Universal Manswear Ltd.

Company Location :Adomjee EPZ, Siddhirgonj, Narayanganj

Duties/Responsibilities:

- **1. Preparation of different samples and getting the buyer's approval:**

Fabric has to cut here according to the definite pattern and sewing the garments by maintaining buyer's instruction. Others instruction also maintained here such as wash, embroidery, print etc. Finally it's sent to the buyer for approval. In this way, various types of samples such as proto sample, fit sample, photo shoot sample, salesman sample, size set sample, top sample, shipment sample etc. are made here.

- **2. Informing quality related problems, encountered during preparing samples to QC:**

It is one of the most important tasks of any sampling department. If found any problems during making the sample then it should be informed to the quality controller (QC) instantly. After that, quality controller will take necessary steps to solve those problems.

- **3. Minimizing operations and consumption:**

Sampling department has to maintain other tasks of minimizing operations and fabric consumption which will be maintained during garment production.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
BSS Degree	Social Work	Government Tolaram College & University	Appeared	Final Year	3 Years
HSC	Humanities	Government Tolaram College & University	CGPA:2.92 out of 5	2015	2 Years
SSC	Accounting	Fatullah Pailot High School	CGPA:3.00 out of 5	2013	1 Year

Career and Application Information:

Looking For : Mid-Level Job
 Available For : Full Time
 Preferred Job Category : Garments/Textile, Research/Consultancy

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	Medium

Bangla	High	High	High
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Personal Details :

Father's Name	:	Babul Hossin
Mother's Name	:	Sahanur Begum
Date of Birth	:	18 st December 1997
Gender	:	Female
Marital Status	:	Unmarried
Nationality	:	Bangladeshi
Religion	:	Islam
Present Address	:	Dapa Idrakpur, North Shehachar,Po : Fatullah, Narayangonj, Ps : Narayangonj, Dist. Narayangonj-1400
Current Location	:	Narayongonj
NID No	:	2402809079