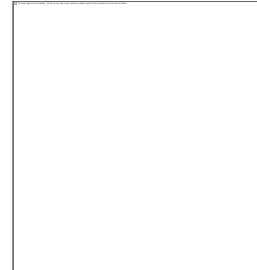


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **June 13, 2017**

Safayate Hasan

Address: 53-54, Jamgora, Ashullia, Dhaka
Mobile : 01850180807
email:safayate@gmail.com, safayate@yahoo.com



Career Objective:

Aiming to employ where sense of responsibility administration with good multicultural organization as well as achieve an accomplished career in a reputed organization. This will make best of my potential

Employment History:

Total Year of Experience : 5.3 Year(s)

1. MERCHANDISER (May 2, 2016 - Continuing)

IDS GROUP

Company Location : Ashulia, Savar, Dhaka
Department: MERCHANDISING

Duties/Responsibilities:

- # Supervise and control best price, quality and lead time are given to our customer..
- # Critical path management. Meet delivery dead line with strong T&A follow-up.
- # Communicate directly with buyers for woven item
- # Offer competitive price, trims and fabric submission to get approval.
- # Proto, Fit & PP sample submission to get production approval Bulk order follow-up.
- # Negotiate price with customer.
- # Follow-up with commercial to ensure fabric and trims in-house on time.
- # Preparing costing for each style
- # Garments sample submit to testing laboratories (ITS, SGS)
- # Represent the company on external communication with suppliers and clients.
- # Ordering and making sure all fabrics and accessories are in house on time for production.
- # Sample follow up and coordinate with other

Major Brand handling:

Next Sourceing Limited---- Menz, Older boyz & Baby boyz----Bottom Denim & Non denim

2. Merchandiser (November 15, 2013 - April 30, 2016)

Regency Garments Ltd

Company Location : Chittagong
Department: Merchandising.

Duties/Responsibilities:

- # Supervise and control best price, quality and lead time are given to our customer..
- # Critical path management. Meet delivery dead line with strong T&A follow-up.
- # Communicate directly with buyers for woven item
- # Offer competitive price, trims and fabric submission to get approval.

- # Proto, Fit & PP sample submission to get production approval Bulk order follow-up.
- # Negotiate price with customer.
- # Follow-up with commercial to ensure fabric and trims in-house on time.
- # Internal software (ERP or Dynamic AX) update, input data in BOM, prepare estimation sheet with a view to achieve desired EPM against a given SMV.
- # Garments sample submit to testing laboratories (ITS, SGS)
- # Responsible to coordinate production requirements from merchandising till shipment
- # Represent the company on external communication with suppliers and clients.
- # Ordering and making sure all fabrics and accessories are in house on time for production.
- # Sample follow up and coordinate with other

Major Brand handling:
Walmart-Canada---- Mens Bottom Denim & Non denim
George- Mens Bottom Denim & Non denim
Matalan-- Mens Bottom Denim & Non denim

3. **Assistant Merchandiser (July 23, 2012 - November 2, 2013)**

Denim Expert Ltd

Company Location : Chittagong

Department: Merchandising

Duties/Responsibilities:

Working in Development & Production merchandising: Handling the following buyers: 1. Faster & BlueXonly 2. Debenhams, United Kingdom. 3. Burton, United Kingdom (Denim & Twill, only Bottom)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters in Management (1 Part)	Management	National University	Second Class	2009	1 year
BBS	Commerce	National University	Second Class	2008	3 years
HSC	Commerce	Chittagong Metropolitan Commerce college	CGPA:2.3 out of 5	2004	2001-2002
SSC	Commerce	Chittagong Police Institution	CGPA:2.75 out of 5	2001	1999-2000

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Corporate Grooming and Business Etiquette	Business cards etiquette, body language, holding doors, etiquettes in consuming food, dinning etiquette & Buffet Dinning Etiquette	McQuire Rens & Jones	Sri-Lanka		2015	9 hours

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 15,000
Preferred Job Category : Garments/Textile

Preferred District : Anywhere in Bangladesh.
Preferred Organization Types : Garments, Buying House

Language Proficiency:

Language	Reading	Writing	Speaking
ENGLISH	Medium	Medium	High

Personal Details :

Father's Name : Abu Ali Azam
Mother's Name : Late Naima Begum
Date of Birth : April 4, 1986
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 112/113 Bagghona (m.r shiddikar gate), Lalkhan Bazar, Chittagong
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Nasrin Sworna	Widuranga Nathavitharana
Organization	: Regency Garments Ltd	Regency Garment Ltd
Designation	: Sr.Merchandiser	Account Manager
Address	: UNIT-3, ROAD NO: 7, CEPZ, CHITTAGONG	UNIT-3, ROAD NO: 7, CEPZ, CHITTAGONG
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801881470057	+88 017 77764550
EMail	:	
Relation	: Professional	Professional