

RESUME OF

Sazib Ahmed Sunny

Professor Tower, Bamnertek,
Turag Thana, Dhaka-1230, Bangladesh.

Cell : +8801558955066

: +8801673148697

E-mail : sazibreloaded@gmail.com



Career Objective

An enthusiastic and dedicated officer with over (5 years) of experience in garments and IT industry. Extremely organized with the ability to work both independently of own initiative and as part of a successful team. Demonstrating motivation and multi-tasking abilities, meet demanding deadlines while maintaining the highest of standards. Always welcome a challenging position, where I can share my experience, and prove myself as a potential one in this field.

Educational Qualifications

Bachelor of Science in Textile Engineering (BSc Engineering)

Year of Examination : 2015
Institution : Primeasia University
Major Subject : Garments manufacturing technology
Result : 2.68 (Out of 4.00)

Higher Secondary Certificate (HSC)

Year of Examination : 2010
Institution : Milestone College
Board : Dhaka
Group : Science
Result : 3.80 (Out of 5.00)

Secondary School Certificate (SSC)

Year of Examination : 2008
Institution : Milestone School and College
Board : Dhaka
Group : Science
Result : 5.00 (Out of 5.00)

Experience

- ♦ **Team Leader - VA (Virtual Assistant)**
(From 01 June 2021 – At present)
ITBee Solution - Philadelphia, 19154, USA.
- ♦ **R.Q.S. (Requirement for Quality System) for H&M Buyer**
(From August 2018 – October 2020)
Southern Clothing Ltd. Bottola, Zirabo, Ashulia, Dhaka.

- ♦ **Junior Quality Officer**
(From June 2016 – July 2018)
Colossus Apparel Ltd (Unit-2), Vogra, Gazipur.

Job Responsibilities

- Manage USA-based marketplace like Walmart, eBay, Poshmark, Mercury, Bonanza seller accounts responsibly.
- Creating perfect listing including SEO-optimized title, description and image for relevant products to improve listing-quality of seller center.
- Collaborating across all functional departments (Digital Marketing, Creative, and Operations).
- Executing client work with zero defects and perfection before meeting deadlines.
- Set competitive prices, fulfill orders and update store inventory for the seller center account.
- Having the ability to find out and solve any complicated issues.
- Manage all work, assure tasks done and provide updated reports to client.
- Maintain and being Responsible for upholding high-quality of data accuracy on product sourcing and product assets.
- Auditing stores regularly and identifying promising products to enhance growth strategies.
- Resolve any eCommerce store issues and give appropriate guidelines to team members.
- Play a vital role as a web researcher assistant and provide customer support on time.
- Providing support and work direction to team members.

Internship

- 6 Week Internship training in Darda Knitwear's Ltd (Completed).

Activities and Skills

- Working as a 3D Model and Motion Graphic Designer in online marketplace.
- Writing content/blog for two affiliate sites.
- Web researcher; can find out any thematic info.
- Having decision-making skills and the ability to solve problems.
- Experienced and expert in computer hardware and software.
- Expert in MS Word, Excel, PowerPoint, Google Drive, Photoshop, Illustrator, After Effects, Premiere Pro, Blender 3D and familiar with Internet tools.

- Excellent interpersonal communication skills and can fluently converse in Bengali and English.

Personal Attributes

- Self-confidence & being positive.
- Ability to manage time & be flexible.
- Leadership and teamwork.
- Ability to work efficiently under pressure & fulfill deadlines.
- Willing to accept responsibility & perform accordingly.
- Open-minded in adapting to new & challenging situations.
- Ability to work confidently with people, very friendly activities.

Personal Information

Father	: Md. Monir Hossain
Mother	: Mrs. Sima Akter
Address	: Professor Tower, Bamnertek, Turag Thana, Dhaka 1230
Date of Birth	: 21 October, 1993
Nationality	: Bangladeshi by birth
Religion	: Islam
Blood Group	: O+ positive
Height	: 5 feet 10 inch

Sazib Ahmed Sunny

Date: October 02, 2022