

Curriculum Vitae

Md. Faruk Hossain

House no. 360/1, 2nd Floor, South

Goran, Khilgaon, Dhaka-1219.

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Career Objectives

To have a job that would enable me to use my talent and skills as well as contribute to organization's goals and which would provide excellent opportunities for career advancement and personal growth.

Job Experience

Merchandiser (01 February 2018 to Continuing)

Donglian Group (Donglian Fashion BD Ltd.)

Company Location : Unit-2, Ambia Mansion, Pan-Pacific Road, Jamgora, Ashulia, Dhaka-1349.

www.donglian-garments.com

Department : Merchandising. (Buyer: CAITAC, NEST, AEON, KIK)

Duties/Responsibilities:

1. Corresponding with buyer by receiving teckpack, measurement chart, and artwork for proceeding product development for all approval. Setting product price and throwing FOB to buyer,
2. Following up all samples, sample checking of accessories and fitting and workmanship as per buyer comment & technical know-how knowledge. Receiving PO/Order Sheet for confirmation of order Lab dip submission for approval & calculating consumption of fabric then proceed to fabric booking.
3. All accessories submission for approval & book for all bulk production.
4. Before starting production arranging size set sample before PP meeting with TNA plan, making trim card, QC file, monitoring all sewing production, printing, embroidery & accessories suppliers reviewing BBLC. Preparing daily production report & submitting to the Buyer.
5. Carton & valid vessels booking with CBM calculation,
6. Setting shipment schedule maintaining ETD & ETA.

Assistant Merchandiser (01 May 2016 to 31 January 2018)

Raiment Sourcing Ltd. (Buying House)

Company Location : House: 119, (2nd Floor), Road: 9/A, Sankor, Dhanmondi, Dhaka-1209. Tel: +88 02 9140388, Mob: +8801778821180.

Department : Merchandising

Type of Business : Knit & Woven Garments.

Duties/Responsibilities:

1. Follow-up Development sample, Size set sample, PP sample, Production sample, Shipment sample before dead line of buyer requirement.
2. Prepare trim card and collect all trims & accessories, Communicates with suppliers and Capable to negotiating prices, quantities and delivery time-scales with suppliers and Fabrics and trims & accessories booking and follow up.

3. Follow up the lab dips, strike off, embellishment, sample approval etc with maintaining the T&A. Bulk Production follow-up, and Efficiently provides all kinds of support from receiving order to final shipment of the order.
4. Provide internal communication to bridge information from client to production and timely transfer of client's technical specification, requirement, queries to all related department, and Daily discuss with reporting boss for work Keeping the all documentation.

Internship program on MBA in Apparel Merchandising (March 01 2016 - April 30 2016).

Department : Merchandising.

Industry : Esquire Group (Esquire Knit Composite Ltd.)

Location : Kanchpur, Sonargaon, Narayangonj.

Telephone : 9129396, 9113161.

Commercial Officer (January 01, 2014 - February 28, 2016)

Al-Madina Group.

Company Location : House no: 407, Road no: 29, New DOHS, Mohakhali, Dhaka-1206,
Phone no: 88-02-8834052.

Department : Commercial (Export & Import).

Duties/Responsibilities:

1. Commercial activities of import & export.
2. Ensuring delivery of goods in time by regular follow-up from Supplier to factory.
3. Apply for Import & export L/C.
4. Perform all activities required for BL, GSP & UD, and Liaison with bank, EPB, to understand and follow the import export policies.
5. Responsible to recheck the documentation of each and every activities relating to import and export. Manage the inventories record. To prepare and submit necessary document relating to import and exports. Keep track of invoices and prepare necessary reports. customs, freight forwarder & shipping line.

Educational Qualifications

Exam Title	Concentration/Major	Institute	Result	Year	Duration
MBA	Apparel Merchandising	BGMEA University of Fashion Technology.(BUFT)	CGPA 3.21 Out of 4.	2016	Two Years
Dip. in Textile Engineering	Wet processing Technology	TextileEngineering College, Noakhali.	CGPA 2.88 Out of 4.	2013	Four Years
B.A	Bachelor of Arts	Islamic University, Kushtia.	CGPA 3.67 Out of 4.	2013	Three Years
H.S.C	General	Bigha Ahmedia Fazil (Degree) Madrasah Ramgonj-Lakshmipur.	GPA 3.50 Out of 5.	2009	Two Years
S.S.C	General	Bigha Ahmedia Fazil (Degree) Madrasah Ramgonj-Lakshmipur.	GPA 5.00 Out of 5.	2007	Two Years

Key Qualifications

- Good command in English. Having the ability to speak in both Bengali and English.
- Skilled in customer service, marketing.
- Well disciplined, efficient and have good maintained skilled.
- I always try to show my maximum willingness to work hard necessary to develop career, quick learner and ability to adapt to new environment.
- Excellent communication and interpersonal skill.
- **CAD Software (Lectra)**
- Word processing- Ms word, Excel and Power Point, Adobe Illustrator, Adobe Photoshop.
- Have a vast knowledge communicate through internet & ERP software.

Personal Information

Father's Name : Late Md Abdul Mannan
Mother's Name : Farul Akter
Permanent address : C/o. Abdul Mannan, Vill- East Bigha, P.O- Kanchanpur
P.S- Ramgonj, Dist.- Lakshmipur.
Sex : Male.
Blood group : O^{+ve}
Date of birth : 15th November 1992
Height : 5' - 7"
Nationality : Bangladeshi
Religion : Islam.
Marital status : Single.
National ID No. : 19925116542000256.

Reference

Prof. Dr. Engr. Ayub Nabi Khan Pro Vice Chancellor BGMEA University of Fashion Technology.(BUFT) Tel.Off. :88029120024 Email: khaman2004@yahoo.com	Md. Obaidur Rashid (Shekhar) Sr. Manager (Marketing & Merchandising) Esquire Knit Composite Ltd. Kanchpur, Sonargaon, Narayanganj. Cell: 01713333045. Email: shekhar@esquirebd.com
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I hereby declare that, the information furnished here is true to the best of my knowledge and ability.



(Md. Faruk Hossain)