

CURRICULAM VITAE

ABDULLA AL-EUSUF

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Career Objective:

To develop my career in the field of Merchandising, having an advancement opportunity in well-established financial institutions, insurance company, reputed bank and local or multinational company through hard work, ethics, sincerity and brilliance. Moreover, I want to serve for the welfare of the society, business and the economy through the assigned responsibility.

Why you will select me:

I am self-starter, team worker, and young, energetic, self motivated, can lead and be lead, have analytical ability and creativity in profession & integrity in business behavior.

Special Qualification:

Computer Literacy:

Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Access, HTML

Having good knowledge on

E-mail and Internet Browsing.

Language Proficiency:

Having fluency in both written and spoken English and Bengali.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MBA	Finance & HRM	Victoria University of Bangladesh	CGPA 3.62 Out of 4	2015
BBA	Finance	Victoria University of Bangladesh	CGPA:3.61 out of 4	2013
HSC	Science	Kabi Nazrul Govt. College, Dhaka.	CGPA:3.2 out of 5	2009
SSC	Science	Keshabpur N.S High school, Patuakhali	CGPA:4.13 out of 5	2007

Employment History:

Org. Name: **Unitex Labels Ltd.**

Designation: **Ass. Merchandiser**

Duration : (**June 10, 2015 - Continuing**)

Duties/Responsibilities:

1. Communicating with buyers by mail (mostly) for new queries as well as updates.
2. Meeting with vendors and explaining new development requirement to vendor team.
3. Planning for new season sampling and production orders.
4. Collecting of garment samples, trims and different types of swatches from the vendors.
5. Submission of samples to buyer through courier.
6. Follow up with vendors for samples.
7. Follow up with buyers for approvals and feedback.
8. Giving approval on samples where buyer intervention is not required.
9. Updating latest comments on particular styles or order to vendor representative.
10. Update the buyers with the order status at all stages.
11. Execution of running orders (production).
12. Visit to vendor site.
13. Sourcing of materials for new development.
14. Preparation of material requirement.
15. Selection and finalizing of vendors for the upcoming orders based on vendor's experience of making similar products.
16. Preparing Purchase order.
17. Costing and negotiation with trim & accessory suppliers.
18. Handle quality issues for sampling as well as production.
19. Preparing inspection schedule for shipment and notifying to quality department in the buying house or third party.

Professional Qualification:

Internship: Completed three (3) months long 'Insurance Fund Management' as part of the internship program with **National Life Insurance Co. Ltd.** at investment department.

Responsibilities Which I Maintained In the Term of Internship:

- Maintained all register regarding FDR & BGTB.
- Prepared of Bank Payment Voucher & Forwarding.
- Prepared of monthly FDR, BGTB mature schedule.
- Prepared of monthly FDR renew & encashment letter. Outdoor FDR & BGTB Interest cheque collection and deposit to mother accounts.
- Posted all transaction in General ledger.

INTEREST AND HOBBIES:

- Thinking about human behaviors
- Playing volleyball
- Travelling
- Reading newspaper

Personal Details :

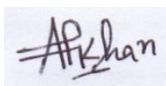
Father's Name : Late. M. Tofazzel Hossain Khan
Mother's Name : Late. Most. Khadija Begum
Date of Birth : November 08, 1992
Gender : Male
Marital Status : Single
Nationality : Bangladeshi (by birth)
National Id No. : 19922613869000696
Religion : Islam (Sunni)
Permanent Address : Vill- Keshabpur, P.O- Keshabpur collage P.S- Bauphal, Dist- Patuakhali.
Current Location : Dhaka
Height : 5ft 9 inc

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Helal Uddin	Professor Dr. M. Abu Misir
Organization	: Janata Bank Ltd.	Jogannath University
Designation	: General Manager	Chairman, Department of Finance.
Address	: 110,Motijheel C/A	Sadorghat, Dhaka
Mobile	: +880-1553532130	+880-1818999951
E-Mail	: Id-obd@janatabank-bd.com	abumisir@yahoo.com
Relation	: Personal	Academic

Declaration:

I declare that the information provided above is true to the extent of my knowledge.



Abdulla Al-Eusuf