

Name : **JAHIRUL HAQ KHAN**
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Objective:

I want to perform as a professional Merchandiser at the Mid Level position of any Private or Multinational RMG/Buying House and to build a long term career in Merchandising activity By Applying my creative Skills & Experience for accomplishing the Organizational goals and achieve senior position through Dedication and Hard work.

Career Summery

7 Years Working Experience At Below Companies

1) Company : Azad Knit Composite Textile Mills (Pvt.) Ltd.

(100% Export Oriented Knit Garment Manufacturer---A Sister Concern of Azad Rifat Fabric Ltd)

Designation : Senior Merchandiser.

2) Company : Finnkoli Apparels Ltd

(100% Knit Complacence Composite---A Finland Bangladesh Joint Venture)

Designation : Merchandiser/ Asst. Merchandiser.

3) Company : Sadaf Trading Ltd

(100% Export Oriented Buying House)

Designation : Trainee/ Junior/ Asst. Merchandiser.

Executed Buyer

- Roly---Spain (Running)
- Dansk Supermarked---Denmark (Running)
- C-Force---New Zealand (Running)
- Holland Fashion Group (H.F.G)---Holland
- Cotton Heritage---USA
- Koton---Turkey
- Original Marines---Italy.
- Tidem---Netherlands.
- Umbro --- United Kingdom (Direct-Finland Office).
- SMYK--- Poland.
- Image Wear --- Finland (Direct).
- Envy---Czech Republic (Direct).
- Hasircilar --- Turkey.
- Okomato --- Germany.
- Nota Bene --- Russia.
- Adams Family--- South Korea.

Employment History:

1. Senior Merchandiser (April 2015 - Till Today)

Azad Knit Composite Textile Mills (Pvt.) Ltd, Katherpool, Kutubail, Fatullah, N'gonj.

Duties / Responsibilities:

- Handle Independent Buyers Account and fulfill various Merchandising activities.
- Handling Buyer Queries with regard to their order fulfillment, cancellation, confirmation.
- Doing Initial Costing of the New Inquiries.
- Sample Development Monitoring; Assessment of all Types of Samples as per Designer's Requirements.
- Review and Follow-up with Suppliers for Proper Execution of Orders Accordingly to Planned "Time and Action Plan" on Regular Basis to Ensure on time Shipment with Right Quantity and Quality.
- Provide Guild-line to the Suppliers to Understand and Follow-up the System of the Company.
- Monitoring the Space of the Production to Meet Deadlines of the Production as per Requirement.
- Tasks relating to Shipment and Delivery of Ordered Goods.
- Others Operational and Supervisory Duties as assigned by the Authority.

2. Asst. Merchandiser/ Merchandiser (September 2012- March 2015)

Finnkoli Apparel Ltd, Shaympur I/A, Dhaka.

Duties / Responsibilities:

- Assisted Senior Merchandiser in managing activities from Product Development to all approvals and Handing over files to the production team.
- Production Planning and Co-ordination with Production Team.
- Maintained accurate records of Customers and their orders.
- Interacting and following up with the Buying House to understand products requirement and provide the information to them as required.
- Checking Photo samples, counter samples, Fit samples, Size set, PP samples etc.
- Forward the Samples to the Buying House for approval and take feedback.
- Regular follow-up with Suppliers & job workers.
- Preparing all the Documents like Invoice/ Packing List and other related Papers.
- Others Operational and Supervisory Duties as assigned by the Authority.

3. Trainee/ Junior/ Asst. Merchandiser (October 2010- September 2012)

Sadaf Trading Ltd., Sector-11, Uttara, Dhaka.

Duties / Responsibilities:

- Making Trims Card for Individual Orders / Individual Buyer.
- Prepare All Types of Samples according to the Buyer requirement in Time.
- Follow-up and Update Production & Helping the Superior for Dealing with the order.
- Sourcing fabric, Sample Development, Making Proto Sample and so others.
- Sourcing the best quality of Knit Fabrics, Accessories and so others on Accordance to the Budget.
- Learned the Consumption & Costing Method Of Knit Items.
- Others Operational and Supervisory Duties as assigned by the Authority.

Scholastic Records:

Exam. Title	Concentration/Major	Institute	Result	Passing Year
M.A	English	National University	2 nd Class	2008
B.A	English	National University	2 nd Class	2007
H.S.C	Science	Kaligonj Sramik College, Gazipur	2 nd Division	2002
S.S.C	Science	M.C.M High School, Kaligonj, Gazipur	1 st Division	1999

Professional Qualification:

Certification	Concentration/Major	Institute / Location	From	To
Certificate Course	Knitwear Merchandising	BIFT, Uttara, Dhaka	01/01/ 2010	30/06/ 2010

Career and Application Information:

Looking For	Mid Label Job
Available For	Full Time
Expected Salary	Negotiable.

Specialization:

Fields Of Specialization	Description
Merchandising	<ul style="list-style-type: none">✓ Able to handle all Kinds of Knit Items at Factory and Buying House.✓ Extensive Knowledge of Quality Control System.✓ Skilled in Costing and Negotiation with Vendors.✓ Ability to Handle Complete Garment Production.✓ Extremely Strong Background in all aspects of Management Including Merchandising, Budgeting etc✓ Deep Knowledge on Costing.✓ Self Motivated✓ Strong interpersonal skill along with the English language proficiency✓ 100% Honest in all aspect.

Language Proficiency:

Language	Reading	Writing	Speaking	Understanding
Bengali	Excellent	Excellent	Excellent	Excellent
English	High	High	High	High
Hindi	X	X	Medium	Medium

Other's Qualification & Hobby:

- Good Interpersonal Skill.
- Extremely Strong Background in all aspects of Management Including Merchandising, Budgeting, Employee/ Customer Relations and Scheduling.
- Very Dedicated to Excellent Customer Service.
- Able to Work well with others and have always been a Team Player.
- Capable to adapt in any environment.
- Goal Oriented and go Getter Attitude towards Work.
- Reading Book, Traveling & Playing.
- Capable to Brows E-mail and Internet with using Operating System windows 98, 2007, 2010, Windows XP.

Personal Details:

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| 1. Father's Name | : Khorshed Alam. |
| 2. Mother's Name | : Samsunnahar Khanam. |
| 3. Permanent Address | : Vill+Post: Jhanjhania,Thana:Bashail, Dist:Tangail. |
| 4. Current Location | : East Raza Bazar, Framgate, Dhaka. |
| 5. Sex | : Male. |
| 6. Date of Birth | : April 30, 1984. |
| 7. Religion | : Islam. |
| 8. Nationality | : Bangladeshi. |
| 9. National ID No | : 3313486606424. |
| 10. Marital Status | : Married. |
| 11. Blood Group | : AB+. |

References:

1. Abu Zaffer Muhammad Riad Khan
Branch Manager
Mutual Trust Bank Ltd, Kaligonj, Gazipur.

Contact: 01934-732530.

2. Syed Sajjad Hossain
Senior Merchandiser/ Woven In-charge
Tape a L'oell
Baridhara DOHS, Dhaka.

Contact: 01915-683613.

Dated:

Signature:

