

CURRICULUM VITAE OF
Anik Ahmed Sumon



HOUSE NO- 5/2, NOVELTY KHAN MONJIL, SHANTIBAG, DHAKA 1217
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Career Objective:

I want to explore my career in the highly challenging areas of Multinational Organization, where I can successfully apply my acquired knowledge and interpersonal skills to enhance organizational efficiencies.

Career Summary

- I am Working in AJI Group as Merchandiser from 13th January 2016 to till now.
- I have Worked in AJI group as Assistant Merchandiser from 1st March 2014 to 30th December 2015

Working Experience:

1. Merchandiser

Duration: January 13, 2016 – Continuing
Company Name: AJI GROUP
Department: Knitwear (Research & Development)
Company Location: Hemayetpur, Savar, Dhaka

Duties/Responsibilities:

- Coordination with buyers and collect latest product designs, color scheme and fabric qualities those are going to be used in coming seasons
- Prepare booking for fabric & accessories
- Have to follow up the overall process to make sample accurately in time: yarn Store, knitting, lab dip, Dyeing, fabric Finishing, Pattern, Cutting, Print, Embroidery & any other sample making process.
- Get approvals of Lap dips & strike off directly from buyers or from buying office
- Find out problem to development and discuss with concern person to exchange development activities and solve the problem.
- Ensuring all projects is executed within time line and schedule.
- Check finished sample and arrange to send the samples to the buyer & keep tracking records.
- Negotiation with buyer for price confirmation.

2. Assistant Merchandiser

Duration: March 1, 2014 - December 30, 2015
Company Name: AJI GROUP
Department: Knitwear (Research & Development)
Company Location: Hemayetpur, Savar, Dhaka

Duties/Responsibilities:

- Properly follow-up merchandiser command & Guidelines.
- Follow-up buyer order requirements carefully.
- In from to merchandiser manager if found any kinds of new or existing inquiry from buying agent/ or buyer.
- Strong customer awareness and understanding.
- Development relationship with senior person
- Time keeping & ability to meet stringent deadlines.
- Follow-up PP sample/Development sample /shipment sample carefully.
- Every day check Email properly & response as soon as possible.
- Every day share with merchandiser manager essential customer requirements if doubt able.

Education Details:

Degree	Concentration	Passing Year	Institution	Result
B. Sc. (Hon's)	Department Of Knitwear Manufacture & Technology	2014	BGMEA University of Fashion & Technology, Uttara, Dhaka.	CGPA 3.25
H.S.C	Science	2009	Govt. Shahid Sohrwardi College, Dhaka	GPA 3.40
S.S.C	Science	2007	Ideal School & college, Motijheel, Dhaka	GPA 5.00

Skills & Abilities:**Computer & IT Skills:**

- Expert in Microsoft Office [MS Word, MS Excel, MS Outlook) package
- Advance MS PowerPoint
- Adequate knowledge On Photoshop
- Adequate knowledge On Adobe Illustrator CS6
- Can type 30 words per minute
- Adequate knowledge on Computer Hardware & Software installation.
- Vast knowledge about Internet Browsing, Surfing & Sourcing
- Expert in E-mail & Internet applications.

Languages Proficiency:

- Good command over English language.
- Excellent in Reading, Writing, Listening & Speaking of Bangla

Interest:

- Traveling, Reading Novels, Films, Poem & Script Writing
- Interacting with successful people

Personal Traits:

- Good communication interpersonal skill & Positive attitude.
- Willing to learn and work hard.
- Ability work independently and in a team.
- Problem Analysis and Problem Solving
- Negotiation Skills
- Presentation Skills
- Decision Making
- Knowledge about open creative ideas

Extra Curriculum Activities:

- I've worked as Social Media Manager (120 members) of a Social Welfare organization named 'Bhor: Socheton Surjodoyer Prottashay'.
- I've Worked as a Group leader in any presentation & Assignment of my 4 years University life & scored highest marks (at least 80 percent presentation)
- I've Experience in Script writing, Lyrics Writing, Idea Generating for 5 years
- I was Awarded as Top 20 young poem writer of Bangladesh by a poetry contest named Muse Masters organized by British Council of Bangladesh at 2015

Personal Information:

Father	: Mohammad Abdul Latif
Mother	: Shirin Latif
Permanent Address	: Village: Ghatail , Post Office & Thana: Ghatail , District: Tangail
Date of Birth	: 01 September, 1992.
Sex	: Male.
Height	: 5 feet 8 inch
Weight	: 78 kg
NID	: 19929312860000211
Marital Status	: Married.
Religion	: Islam (Sunni)
Nationality	: Bangladeshi by birth.

Certification:

I, the undersigned declare that the information specified in this Resume is true to the best of my belief and knowledge and correctly describes myself.



Signature:

References:

1.

Name	: Ahsan Habib
Organization	: H.R. Textile Mills Limited
Designation	: Senior Product Developer
Address	: Savar, Dhaka
Mobile	: 01627-533726
E-mail	: ahsan1946@live.com
Relationship	: Professional

2.

Name	: Tariq Joardar
Organization	: Standard Group
Designation	: Senior Merchandiser
Address	: Mohakhali, Dhaka
Mobile	: 0176 6665381
E-mail	: tariq.m@standard-group.com
Relation	: Brother in Law