



Resume of Md. Rasel Khan

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Objective

To pursue my career as a **Asst. Merchandiser** that will be provide me an opportunity to utilize the knowledge, I have gathered during my period of study, ensure Professional enrichment & help me to learn the skills for self-development.

Education

Bachelor of Arts (B.A)

Institution : Govt. Siraj Uddin Memorial College, Morrelganj
Subject : Bengali
Year of Passing : 2024
Result : 2nd Class
University : National University

Higher Secondary Certificate (H.S.C)

Institution : Govt. Siraj Uddin Memorial College, Morrelganj
Group : Humanities
Year of Passing : 2017
Result : GPA: 3.42 out of 5.00
Board : Jessore

Secondary School Certificate (Dakhil)

Institution : Tofel Uddin Smrity Dakhil Madrash
Group : Humanities
Year of Passing : 2015
Result : 4.06 out of 5.00
Board : Madrasah

Junior Dakhil Certificate (J.D.C)

Institution : Tofel Uddin Smrity Dakhil Madrash
Group : Humanities
Year of Passing : 2012
Result : 3.89 out of 5.00
Board : Madrasah

Job Farther

● PRESENT:

Company Name : **WEST APPARELS LTD**
Type : 100% Export Oriented KNIT Garments
Company Location : Lucky Bazar, Siddirganj, Narayanganj-1400
Designation : **Asst. Merchandiser**
Duration : 7th June 2023 to till now.

Major Duties & Responsibilities:

- + Individually Handle Buyer & Order Receive from buyer.
- + Collect raw Materials & Produce garments as per order.
- + Due time shipment according to buyer maintain quality & quantity.
- + Follow up about commercial equipment for all payment
- + X Doc expert and packing list.

● PRESENT:

Company Name : **WEST APPARELS LTD**
Type : 100% Export Oriented KNIT Garments
Company Location : Lucky Bazar, Siddirganj, Narayanganj-1400
Designation : **Junior Executive TC**
Duration : 7th June 2023 to till now.

Major Duties & Responsibilities:

- + Complete knowledge of GOTS and Textile exchange policies
- + Capacity of handling Organic TC Dipertment.
- + Complete knowledge of raw metarials and compositions.
- + Making declaration by observing TC of yarn composition.
- + Providing TC on garments as per policy of GOTS, OCS, GRS and RCS with version 7.0
- + Prepared all documents for TC application.
- + Nicely co-operate of GOTS, OCS, GRS & RCS Scope certificate renewal Audit.
- + Reviewing and findout Issue to yarn TC of suppliers.
- + Providing organic TC with correct and accurate information.
- + Ensure of buyer satisfication by Organic TC.

● PREVIOUS:

Company Name : **AYESHA FASION LIMITED.**
Type : 100% Export Oriented KNIT Garments
Company Location : Plot No. 256, 257 & 258, Adamjee EPZ, Siddirganj, Narayanganj.
Designation : **Asst. Merchandiser**
Duration : 1st April 2021 to 30st November 2023

Major Duties & Responsibilities:

- + Communicating with buyers for new query as well as update.
- + Working order projection with customer & make a plan with factory.

Job Farther

- ✚ Price collect from factory, & settle price with customer as well as confirm the delivery plan.
- ✚ Handled all responsibilities related to fabric, trims, styling, also considering the technical aspect, production feasibility as well as customer expectations.
- ✚ Maintained cordial relations with customers to sustain the profitability of the business.
- ✚ Aware customer satisfaction level by on time delivery, monitoring customer complains.
- ✚ Risk assessment of the orders & take proactive actions & must have to ensure to product Review and pre-production meeting before launching an order to production floor.
- ✚ Planning for new season sampling and production order.
- ✚ All the materials should be arranged for manufacturing garments.

Computer Knowledge

MS Office, Adobe Photoshop, Surfing Internet-Mail, ERP others softwares. (MS Word, MS Excel, MS Power Point, MS Access) with typing speed of Bengali 20 W.P.M & English 30 W.P.M)

Hobby

Enjoy Watching TV, Play Cricket, Daba, Reading Book, Shopping, Internet Browsing, Travelling & Writing.

Language

I have Knowledge about Bangla, and English, for better communication.

Skill Attributes

Hard Working-Able to adapt in new Environment-Love to take Challenge-Planning
Organization Ability-Goal Oriented-Team Building & Leadership

Self Appraisal

- ✚ Honest and punctual
- ✚ Quick learner
- ✚ Good as a team member
- ✚ Like to take the challenge
- ✚ Hard Working
- ✚ Amiable and Friendly

Personal Information

Father	:	MD. Ali Hossain Khan
Mother	:	Rahela Begum
Date Of Birth	:	24 th August, 1998
Sex	:	Male
Blood Group	:	B ^(+ve)
Nationality	:	Bangladeshi
Religion	:	Islam
Marital Status	:	Unmarried
Height	:	5.5"
National ID	:	5104058036
Present Address	:	Enayetnagar, Luckybazar, Siddirganj, Narayanganj
Permanent Address	:	Godara, Fakirbari, Morrelganj, Bagerhat

Reference:

Engr. Momtaz Ahmed
SR. General Manager (GM)
West Apparels Ltd.
Cell: 01711609734

Signature: _____
Md. Rasel Khan