

- **Md. SHAMSUR RAHMAN UDOY**

- **Cell: +880 01793-32 49 72**

- **Mailing Address:**

- Road.1, Niamotpur bohuli.

- Sirajganj Sador.

- E-mail: Shamsur251@gmail.com

- **Profile:** Enthusiastic, Energetic, responsible with good English skill and good relationship development, strong interpersonal, organizational and communication skill. Able to work independently by using initiative and as a part of team to deadlines.

- **Objective:** Seeking challenging and responsible career opportunity where I will be able to exercise my skill and knowledge in a competitive environment to the attainment of the objective of my organization through creative solution.

- **Job experience:**

- **Name of Company** :Electra Bangladesh , Sirajganj

- Designation : Sales Officer.

- Section : Marketing.

- Duration : 01.12.2018 to Continue.

- **Job Responsibilities :**

- Expand all newly Established Phone sales territories.

- Perform cold call to potential clients /customer.

- Develop personal book of business by preparing sales plan.

- Create and sustain cordial relationship with new customers.

- Archive minimum standards for sales.

- Product price and credit term quotes .

- Utilize knowledge of company's production and execute schedule in scheduling product installation date for customer.

- Apply computer database in logging different sales data for current customer as well as for saving new customer information .

- Ensure the development and maintenance of professional and mutually beneficial relationship with customer.

- **Name of Company:** Save the Children, Country office .Gulshan,Dhaka

- Project Name : Suchana project & Mamoni Project.

- Designation: Data Entry Supervisor & Computer Operator.

- Duration: 6 months.

- **Job Responsibilities**

- Data Entry, File Scanning, Data Mining, Data Managing.

- Operating computers in efficient way especially in MS Office (Word, Excel)

- Ensure accuracy in data entry.

- MIS Report.

- Software operation.

- **Name of Company** : Ibrahim Knit Garments (PVT) LTD ,Narayanganj.
- Designation : Dyeing Finishing Supervisor.
 - Section : Dyeing.
 - Duration : 1 year.
- **Job Responsibilities**
- Finishing Production Follow up as per booking order (Knit Dyeing & Finishing)
 - To prepare report on production, monthly stock & Inventory report.
 - To Optimization of the Finishing process & processing wastage.
 - To follow up Finishing Parameters & follow up batching as per programmed.
 - To check daily QC Report batch wise according buyer requirement.
 - To find out Dyeing & Finishing fault and reason this fault.
 - To find out MC wise productivity & efficiency.
 - To follow up Planning & operation according to booking order.
 - To execute production plan on the basis of order, capacity & time schedule, work load as per monthly target.
 - To Optimization of finishing process & to reduce process loss.

• **Academic Qualifications:**

• **Diploma in Engineering (Textile)**

- Name of Institute : Sirajganj Institute of Textile Engineering and Technology, Sirajganj.
- Subject : Garments Design & Pattern Making
- Result : GPA. 3.19 (out of 4.00)
- Board : Technical.
- Passing Yea :2017

• **Secondary School Certificate:**

- Name of Institut :Konabari Ishaque High School, Sirajganj.
- Subjec : Science.
- Session :2012
- Result :GPA. 4.13 (out of 5.00)
- Board :Rajshahi
- Passing Year :2012

• **Computer Proficiency/Skills:**

Have good command of MS Word, MS Excel & Graphics, Photoshop.
Expert in Software & Web Developed.
2 Month Internship in Mondol Group.
Good organizational Capacity.
Can learn new package quickly.

- **Personal Detail:**

- **Name** : Md. Shamsur Rahman Udoy.
- **Father's Name** : Md. Rafiqul Islam
- **Mother's Name** : Mst. Shamima akhter
- **Permanent Address:** Vill. Niamotpur
 - P.O. Bohuli
 - P.S. Sirajganj Sadar.
 - Dist. Sirajganj.
- **Date of Birth** : 13 July 1997
- **Nationality** : Bangladeshi (By birth)
- **Religion** : Islam
- **Marital Status** : Single
- **Gender** : Male
- **Height** : 5'6"
- **Blood Group** : A +
- **National ID card No** : 6901834744
- **Phone number** : 01793324972

Reference

Name: Md. Zahidul Islam
Job Title: Manager (Inventory Control) .
Address: Far east Knitting & Dyeing LTD.
Gulshan,Dhaka(Head office)
Email.Zahid@Fareastknit.com


Mr.Saiful islam shishir

Job title: Executive Director administration

Company name:gonoshasthaya kendra

Address :Mirzanagar, Ashulia, Savar, Dhaka - 1344

Phone no: 01711343773



Shamsur Rahman

Signature

Date: 01/09/2019

Thank you for your review and consideration of my qualification

Sincerely Yours

Md. Shamsur Rahman udoy