

# *Curriculum Vitae For*

## **Taslima Afrin Shithy**

28/2 Dobadia, Mollapara  
Uttarkhan, Uttara Dhaka-1230  
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### **OBJECTIVE**

Attainment of maximum value through offering well merited performance and interchanging benefit with the organization. I want to be a perfect working hand of the organization to attain its goal and to build up my career.

### **WORKING EXPERIENCE**

#### **Company Name: SNS EXPORT LTD**

**Executive- Merchandising (1<sup>st</sup> August 2019- Continuing)**

#### **Job responsibilities**

- Maintains all communication relevant with merchandising, order files, reports etc.
- Overall responsibilities to look all the accounts assigned by superior, also day to day update to management accordingly
- Assist to monitor progress & development of merchandising activities.
- Foresee problem & inform senior immediately.
- Follow up on routine activities.
- Update Senior for any problem or progress.
- Ensure proper co-ordination among Merchandising, Production, and Sample.
- Actively work with all important work related to sampling & sourcing.
- Check product specification details & explain to seniors.
- Attend meeting with senior for periodic updates
- Follow up on sample developments and production with a high degree of personal responsibility
- All required submission as per Buyer`s demand including Sample Fabrics, Trim Booking, etc. Submit all kind of samples to buyer through courier.
- Coordinate with factory to determine/fix delivery schedule (date) and sequence of implementing all order in the lines
- Works closely with QA to ensure best final product & take care of all aspects of quality from initial to final stage of the production.
- Follow up with buyers for approvals and feedback.

- Arrange all kind of fabrics & accessories from local & foreign sources as required for production.
- Follow up and coordinate production peoples for achieving timely shipment.
- Any others task given by supervisor

**Skills/Qualifications:** Organization, Scheduling, Analyzing Information, Dealing with Complexity, Deadline-Oriented, Time Management, Process Improvement, Safety Management, Lifting, Data Entry Skills.

### **Company Name: Myone Energy Limited**

**Executive-Admin & HR (23<sup>rd</sup> December 2017 to April 30 2019)**

#### **Job responsibilities**

- Issue appointment letter, offer letter, NOC letter, experience letter.
- New employee joining procedure.
- Assist to prepare clearance form.
- Leave & attendance management.
- To look after the entire department overall administration activities.
- Responsible to follow up day to day administrative activities.
- Employee File maintains and updating.
- Employee monitoring and reporting.
- Prepare and maintain daily Attendance sheet.
- Maintain daily the leave, absence of employees.
- Stocks maintain of stationary & assist purchase necessary stationary.
- Prepare ID cards & visiting cards and issue the same to the employees.
- Monitor and tracking field employees.
- Maintain E-mail conversation.
- Print necessary document & handover to related department.
- Prepare all kinds of utilities bill.
- Maintain and update vehicles logbook, insurance.
- To monitor office cleaning, security and safety issues.
- Drafting and circulating office notice/orders as per approval by the Authority.
- Properly entry and update tour schedule of head office employees.
- Maintain logistic & administrative support for smooth operation.
- Any other task assign by the Management.

### **NCCBL (National Credit and Commerce Bank Limited)**

- **Intern**

### **EDUCATIONAL BACKGROUND**

#### **Master of Business Administration**

Institution

Result

Year of Passing

#### **Major in Human Resource Management**

: Anwar Khan Modern University

: Continuing

: Continuing

#### **Bachelor of Business Administration**

Institution

Result

Year of Passing

#### **: Major in Human Resource Management**

: Daffodil International University

: CGPA 3.31 Out of 4.00

: 2017

#### **Higher Secondary Certificate (H.S.C)**

Institution

Board

Result

Year of Passing

#### **: Business Studies**

: Holy Child College

: Dhaka Education Board

: CGPA 4.30 out of 5.00

: 2013

#### **Secondary School Certificate (S.S.C)**

Institution

Board

Result

Year of Passing

#### **: Business Studies**

: Dakshinkhan Adarsha Balika Uccho Biddaloy

: Dhaka Education Board

: CGPA 4.88 out of 5.00

: 2011

### **KEY PERSONAL ATTRIBUTES**

- Strong communication and interpersonal skills
- I remain focused when dealing with difficult customers
- Loyal, perseverant, committed, and believe in integrity & perfection.
- Can work independently and feel comfortable to work in teams.
- Quick learner with an ability to grasp new ideas, concept and procedure.
- Willing to accept responsibility and perform accordingly.
- Ability to take quick & accurate decisions.

### **TRAINING COURSE, WORKSHOP AND SEMINER PARTICIPATION**

- ❖ Participated in a daylong workshop on “Supply Chain Management”
- ❖ Attended a day long workshop on “what does HR demand from a job-seeker?”
- ❖ Attended HR Conference on "Career Bytes Employability First"

### **COMPUTER SKILLS**

- Office Application (Ms. Word, Ms. Excel, Ms. PowerPoint)
- Internet Browsing, Strong in mail communication.
- Bengali, English typing.

### **LANGUAGE SKILL**

- Bengali: Fluent in both oral and written form.
- English: Well in both oral and written form.

### **EXTRA CURRICULAR ACTIVITIES & INTEREST**

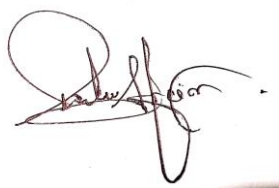
- Passion for singing, traveling, and creative thinking

### **PERSONAL INFORMATION**

Name	: Taslima Afrin
Father's Name	: MD. Ali Asgar Sikder
Mother's Name	: Late Amirun Nahar
Present/ Contact Address	: 28/2 Dobadia, Mollapara, Uttarkhan Uttara Dhaka
Permanent Address	: 28/2 Dobadia, Mollapara, Uttarkhan Uttara Dhaka
Date of Birth	: 21 <sup>st</sup> June 1996
Gender	: Female
Nationality	: Bangladeshi (by Birth)
Religion	: Islam (Sunni)
Marital Status	: Single
Cell Phone	: 01686775787
Email	: <a href="mailto:shithy326@gmail.com">shithy326@gmail.com</a>

### **DECLARATION OF AUTHENTICATION**

I, the undersigned hereby corroborate that, to the best of my knowledge, the above described credentials properly depict myself and my qualifications. All certificates will be given on request.



Taslima Afrin Shithy