



## **PERSONAL DATA:**

**Syed Badrul Islam**

House no- 13/5/B/1(1st floor)  
Road no-2, Shyamoly  
Mohammedpur, Dhaka-1207

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### **Career Objectives:**

To build up a dynamic career in an organization where there is ample scope to grow a significant position by one's own performance and efforts. I would also like to play a role to uphold and promote the interest, welfare and reputation of the company through customer delight

### **Working history:**

Japanese interpreter Setagaya primary school (Setagaya-ku, Tokyo)  
Acan Japan (Kamiuma Meguro-ku, Tokyo) as administrative staff.  
Customer service officer GEO Textile Ltd.

### **Working history at Itochu Textile Prominent Asia Ltd.**

I have started my career as Japanese Interpreter with a Itochu Textile. I have more than 9 years practical experience woven garments. At present I am working as a **Sr. Merchandiser**.

#### **Worked with buyer & product name:**

**Name of buyer:** GU(Fast Retailing)

**Supervising factory:** AKH/Babylon/Dekko Ready were

**Period:** AKH : 21<sup>st</sup> March 2012 to End of August 2020

Babylon: 2013 to 2015

Dekko Ready were: 2015 to 2017

#### **Worked area:**

- Delivery plan update in the SPL system every week & shared with FR/Dhaka as well as JP side for GU order.
- Every week update sample T/A & production plan & share with JP side.
- Keep sample/bulk fabric, accessories record for smooth sample/bulk delivery.
- Garments test sample follow up(prepare test form & apply to Qtec/SGS to get test report)
- Update MMS once receive the PO.
- All kinds of customer related information and responding different queries.
- Translate all Instruction Sheet & e-mail from Japanese to English
- Download necessary Instruction Sheet & ACC Sheet from Centric.
- Apply in the SPL for short/over shipment

**Name of buyer: Uniqlo(Fast Retailing)**

**Supervising factory: Youngone(Chittafong)**

**Period: End of August 2020 to till now.**

**Worked area:**

- Every week update sample T/A & production plan & keep our record.
- Keep sample/bulk fabric, accessories record for smooth sample/bulk delivery.
- Update MMS once receive the PO.
- All kinds of customer related information and responding different queries.
- Help factory to translate all Instruction Sheet & e-mail from Japanese to English
- Download necessary Instruction Sheet & ACC Sheet from Centric.

**Computer Skill:**

Good Computer Knowledge in MS Office, Excel/Word Etc.

**Academic qualifications:**

Examination	:	IT Business& Technology
Institution	:	Shinjuku Information &Technology College (Tokyo, Japan)
Division/Class/Grade	:	B
Session	:	2004-2008

Examination	:	Japanese Language
Institution	:	Evergreen Language School (Tokyo, Japan)
Division/Class/Grade	:	A
Session	:	2002-2004

Examination	:	Masters of Commerce
Institution	:	Jagannath College
Division/Class/Grade	:	2 <sup>nd</sup> Class
Session	:	1997-1998

Examination	:	Bachelor of Commerce
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Institution	:	Dhaka City College
Division/Class/Grade	:	2 <sup>nd</sup> Class
Session	:	1995-1996
Examination	:	Higher Secondary Certificate
Institution	:	Dhaka City College
Division/Class/Grade	:	1 <sup>st</sup> Division
Session	:	1993-1994
Examination	:	Secondary School Certificate
Institution	:	Lalmatia Boys High School
Division/Class/Grade	:	1 <sup>st</sup> Division
Session	:	1991-1992

### **Personal Attributes:**

- Dedicated in my work with a strong work ethic and the ability to build lasting client relationship.
- Adept at communicating effectively with customer and staff.
- Enjoy new challenges.

### **Language Skill:**

Good command over Bengali, English and Japanese both written & oral.

### **Personal information:**

Father's name	: Syed Nurul Islam
Mother's name	: Syed Shirin Akther
Date of Birth	: 15 <sup>th</sup> October 1978
Nationality	: Bangladeshi (by birth)
Home District	: Manikgonj
Religion	: Islam
Marital status	: Married
Contact Number	: 016-8045-0827, 88-02- 9145-208
Email	: <a href="mailto:islam62000@yahoo.com">islam62000@yahoo.com</a> : <a href="mailto:hasanmahedi962@gmail.com">hasanmahedi962@gmail.com</a>

### **Interest:**

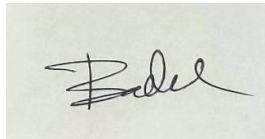
Reading book, Traveling, Playing Cricket etc.

**Reference:**

<b>1) Syed Nazrul Islam</b> English Reporter Islamic Development Bank (IDB) Jeddah -21432, Saudi Arabia Cell: +966(0) 56 37 44 814	<b>2) Abdur Razzaque Khan</b> Manager Pubali Bank Ltd. Savar Branch, Dhaka Cell: 88-017-4387-1888
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**Declaration:**

I strictly declare that the information I have supplied in this resume is correct. If I am assigned to as an employee, I will comply with the constitution, rule & resolution of the Institution.



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SYED BADRUL ISLAM