**Curriculum vitae**

***of***

**MD. Anwar Parvej**

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| **Career**  **Objective** | Searching for a desirable opportunity with which I will have the scope in utilizing my skills and potentiality to do something innovative for the benefit of mankind and the society as well and from which I will be able to enhance my knowledge and efficiency. |
| **Esteem**  **Traits** | A drive to perform, patience, accepting challenging work, willingness to learn. |
| **Education** | **Bachelor of Business Studies Administration(4 Years Honor’s)**   |  |  | | --- | --- | | **University** | Darul Ihsan University | | **Department** | Business Studies. | | **Result (CGPA)** | 3.57 (Out Of 4.0) | | **Earned Credit** | 135 | | **Year of Pass** | 2014 |     Higher Secondary Certificate (H.SC)   |  |  | | --- | --- | | Institution | Mosjid Mission Academy | | **Group** | Science | | **Result (GPA)** | 3.60 (Out Of 5.0) | | **Year of Pass** | 2010 | | **Board** | Rajshahi Education Board |   Secondary School Certificate (S.SC)   |  |  | | --- | --- | | Institution | KG Pur High School | | **Group** | Science | | **Result (GPA)** | 3.56 (Out Of 5.0) | | **Year of Pass** | 2007 | | **Board** | Rajshahi | |
| **Job Experiences:** | 1. **SQ Celsius Ltd, Unit-2. SQ Group**   As A IE & Planning Executive, 3rd May 2015 to Till Now.   1. **Aman Tex Ltd. (Aman Group)**   As Planning Officer (Finished Fabric) January 07, 2014 to April 14, 2015   1. **Giant Tex Ltd. (Giant Group)**   As A Planning Officer, November, 2013 to January 1st. |
| **Language Proficiency** | Have good command in Bengali and English both oral and written. |
| **Job Description** | 1. Check The Production Approved Sample At Least Two Weeks Before Production And Prepare The Followings   \*Prepare The SAH Report And Update/Maintain FMIS  \*Special Process Required  \*Method Improvements Opportunities    02. Prepare The Manpower, Machinery, Special Machinery, Attachments Requirement For New Styles On Time  03.Study The Operators Who Are Performing Below 65% Efficiency.  04.To Prepare The Charge Back Information  05.Day To Day Productivity Improvements And Work With Line Supervisors For Line Balancing Purposes  06.Conducting The Time/GSD/Production Studies To Update The Data Base  07.Monitoring Daily Efficiency , Out Put Earning Reports Before Submit To The Management  08.Work Place And Method Improvement To Achieve Required Performance Levels  09.Check The SAH Values For Temporary Added  10.Check & Update Efficiency Reports In Embroidery Section  11.To Cover The Duties Of Work Study Officers In Their Absence, For The Period Of Their Absence  12.To Be Involved With All The Major Projects That Are Undertaken By The Department In A Professional , Planned Way , To Achieve Company And Department Goals |
| **Computer Proficiency:** | MS Word, MS Excel, Internet Browsing, Email Communications. |
| **Personal information** | **Name** : MD. Anwar Parvej  **Father’s Name** : AKM Aminullah  **Mother’s Name** : Sufia Parvin  **Date of Birth** : 31/12/1992  **Nationality** : Bangladeshi (by birth)  **Religion** : Islam  **Sex** : Male  **Marital Status** : Unmarried  **Phone No** : +8801717-906521  **National ID No** : 19928117251000059 |
| **PermanentAddress** | Vill- Bosua Uttarpara, P.O- Miapur  P.S- Poba, Dist- Rajshahi. |
| **References** | **1.** Md. Ruhul Amin  Deputy Manager, Store  Mobile: 01912-197370    **2.** Md. Moftedur Rahman  Asst. Manager  Planning (Ops)  Mobile: 01722-955449 |
| **Declaration:** | I declare that all the information included here are true to my knowledge. If required & where applicable, this document can be supported by appropriate authentic certificates. |
| **Signature** | Yours truly,  Anwar Parvej Date: |