



## CONTACT

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**Address** : Saihamnagar,  
Nayapara, Habiganj, Sylhet.

## Objective

To pursue a challenging career in the field of Textile Industry, in a multicultural environment where I can efficiently grow myself and contribute the institute in the long term.

## CORE COMPETENCE

Strong Communication Skills  
Follow-up & Execution

- ✓ Data analysis
- ✓ Production monitor
- ✓ Team Player & Leadership
- ✓ Thirsty for knowledge
- ✓ Analytical Thinking
- ✓ Relationship Building
- ✓ Operation & Control
- ✓
- ✓

# Md. Monir Mia

**Sr. Executive(Proposed Asst Manager)**  
Dept. Fabric Planning  
Saiham Knit Composite Ltd

Dec -2023 – continue  
Grand Total Experience: 8.4 Yrs.

1. Prepare monthly plan and calculate out of capacity of knitting, dyeing and finishing.
2. Follow up production to delivery as per TNA.
3. Co-ordinate with merchandiser, fabric team, garments team to solve running and upcoming problem.
4. Follow up supply chain of Yarn to fabric delivery.

**Buyer: H&M, Next, Mother care, M&S, Continental, Terranova**

**Sr. Executive**  
Dept. Planning(Garments)  
Saiham Knit Composite Ltd.

Nov -2020 – Nov -2023  
Total: 3.1 Yrs.

1. Follow up fabric received & cutting as per plan.
2. Follow up Printing, Embroidery as per line loading.
3. Follow up all kinds of accessories as per monthly plan.
4. Follow up shipment as per plan & cut off.
5. Accountability of all kinds of data maintain.
6. Mail to MD sir attached different report and production .
7. **Buyer: H&M, Next, Mother care, M&S, Continental, Terranova**

**Executive**  
Dept. Planning(Garments)  
Al-Muslim Group

Aug- 2019 – Oct-2020  
Total: 1.2 Yrs.

1. Maintain all kinds of production data.
2. Maintain H&M Cut off report as per shipment.
3. Different Task Assigned by Management.

**Buyer: H&M, C&A, s.Oliver**

**Executive**  
Dept. Fabric Planning  
Alliance Knit Composite Ltd.

Jan -2019 – July -2019  
Total: 0.7 Yr.

1. Follow up sub-contract fabric & on time delivery.

**Buyer: Peacock, Sigma, Admiral, ZXY, New Web**

**Management trainee to Executive**  
Dept. Central Planning & IE  
Graphics Textile Ltd.

Feb -2016 – Dec -2018  
Total: 2.9 Yrs.

1. Accessories Follow up for line Planning.
2. Cut to ship follow up.
3. Line gap follow up.
4. Task assigned by management.

**Buyer: OTTO. O'stin, ZXY**

## KEY SKILLS AND CHARACTERISTICS

- ✓ Team Work & Team Leading
- ✓ Multi-Tasking
- ✓ Quick Learning
- ✓ Decision Making
- ✓ Adaptability for the new environment.
- ✓ Friendly, courteous, and service oriented
- ✓ Poised under pressure Staff
- ✓ Training & Coaching
- ✓ Proactive for problem solving
- ✓ Organization & Planning
- ✓ Attain to Detail

## IT SKILLS

1. MS Office Advance
2. Programming Language( Python, js, C, C++ ).
3. 3. ERP, ETS, PLM

## LANGUAGE PROFICIENCY

Good Command over English and colloquial Bengali.

## PERSONAL INFO

**Date of Birth** : 25<sup>th</sup> Feb, 1989  
**Nationality** : Bangladeshi (by Birth)  
**Marital Status** : Married  
**Blood Group** : B+ (Positive)  
**Religion** : Islam  
**P.Address** : Sayedtota, Sarail, Brahmanbaria

## EDUCATION:

**Masters of Business Administration (MBA)-2014**  
**University of Rajshahi, Rajshahi**  
Major: Finance & Banking  
CGPA: 3.33 out of 4.00

**Bachelor of Business Administration (BBA)-2013**  
**University of Rajshahi, Rajshahi**  
Major: Finance & Banking  
CGPA: 3.11 out of 4.00

**Higher Secondary Certificate (HSC)-2008**  
**Dhaka College, Dhaka**  
Group: Business Studies  
GPA: 4.70 out of 5.00

**Secondary School Certificate (SSC)-2005**  
**Sarail Annada Govt. High School, Sarail, Brahmanbaria**  
Group: Business Studies  
GPA: 5.00 out of 5.00

## PROFESSIONAL QUALIFICATION:

**Institute** : BGMEA University of Fashion & Technology-2016  
**Training**: Production Planning & Management  
**Computer Training**: Microsoft Office (Word, Excel, PowerPoint)-2012

## REFERENCE:

**Mr. Mamunur Rashid**  
Head Of R&D  
Saiham Knit Composite Ltd.  
+8801951-216626  
Relation: Professional

**Mr. Azhar Uddin**  
AGM, Central Planning  
Graphics Textile Ltd.  
+8801988-885755  
Relation: Professional

I acknowledge that the above information is true and correct to the best of my knowledge

Sincerely,

**Md. Monir Mia**