



# ABDULLAH AL-MAMUN

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## WORK EXPERIENCES

### Md Orid Technical Services Co.

Executive Officer (Customer Service & Admin)- Dubai, UAE.

June 2023 – Present.

- Document Preparation, Data Collection and Application Process for Inspection & Audit Requirements.
- Making & Submission of Price Quotation & Tax Invoice, Pre-Qualification, OMM, PTC, WIR, MIR, MSRA, HSE.
- Keeping record of Purchase, Sales, and Daily Expenses in Tally & VAT Calculation & Submission.
- Collecting Data, Management and Employee Surveys.

### SGH Fashion Trading

Merchandiser (Apparel)- Dhaka, Bangladesh.

Dec. 2020 – April 2023.

- Analyze market trends and buyer preferences and translating them into viable product concepts.
- Support Buyer and Supplier to take more initiative to solve the problems.
- Negotiate final prices with buyers, balancing profitability with competitive pricing.
- Ensuring that all products comply with relevant regulations and standards.

### SOL'S - Solo Invest

Merchandiser & Customer Service (Apparel)- Dhaka, Bangladesh.

April 2016 – Nov 2020

- Maintain close liaison with Buyers, Suppliers, Vendors and Stakeholders.
- Analyze market trends and buyer preferences, translating them into viable product concepts.
- Negotiate Order Details, Pricing, and Delivery Schedules with Buyers.
- Follow-up Time & Action Plan to ship the goods on time.

## EDUCATION

### Bachelor of Social Science

Bangladesh National University  
March 2008 - April 2011

### Higher Secondary Certificate (Business Studies)

Feni Govt. Commercial Institute  
January 2005 - December 2007

### Secondary School Certificate (Business Studies)

Bagdubi High School  
January 2000 - December 2005

## PROFESSIONAL COURSE

### Diploma in Graphic Design

(Daffodil Institute of IT-Dhaka)

Completed 1 year diploma on graphic design & mastering in:

♦ Adobe Photoshop ♦ Adobe Illustrator ♦ Adobe InDesign.

### Diploma in Apparel Merchandising

(National Institute of Fashion Technology-Dhaka)

Completed diploma on Apparel Merchandising on various type of subjects:

♦ Knitwear ♦ Woven Wear ♦ Sweater ♦ Denim ♦ Costing.

## SKILLS

### MS OFFICE:

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook

### GRAPHIC DESIGN:

- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat
- Canva
- Camtasia

## LANGUAGES

English : 100%  
Hindi : 70%  
Bangla : 100%

## PERSONAL INFORMATION

Height : 5' 9"  
Nationality : Bangladeshi

## PASSIONS

- Traveling
- Playing Game
- Photo Shooting
- Reading Books

Signature