

**RESUME**  
**OF**  
**MD. TAREQ MAHAMUD MUNNA**  
Cell: 01611-106956, 01758-106956  
E-mail: tareqmahamud27@gmail.com



**Mailing Address:**

C/O: Md. Abdul Aziz  
Village: Bazar gopalpur, Post: Bazar Gopalpur  
District : Jhenaidah Sadar, Jhenaidah .  
Cell: 01611-106956

**Career Objective:**

Intend to work in a challenging and competitive environment where strong sense of responsibilities and commitment is required, where dignity of work provides job satisfaction and co-operate throughout any kind of teamwork process to make a consistent alignment of organizational & personal goal.

**Experience: 01**

I am worked in Quality Inspector in **LZ Textile Limited at Konabari, Kasimpur, Gazipur** in 1 Years. And Quality Controller 2 years.

**Experience: 02**

I am working as a **GPQ** in **EMS APPARELS LIMITED** (concern sister of **Multi-fabs Ltd**). at Barendra Kashimpur Gazipur, Dhaka from 06 February 2021 to till now.

**Responsibility:**

- Key Responsibilities
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- Swing Line Controller – Knitting Section
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- Monitored daily production plans and ensured smooth workflow in the swing line.
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- Assigned tasks to operators and followed up on production progress.
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- Tracked line input–output and ensured target achievement.
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- Coordinated with the quality team to maintain fabric and stitching standards.
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- Identified and resolved production or technical issues promptly.
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- Worked on improving line efficiency and reducing overtime.
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- GPQ (General Product Quality) – Tom Tailor
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- Ensured product quality according to Tom Tailor standards across all production stages.
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- Conducted inline, pre-final, and final inspections.
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- Identified quality issues and reported them to the concerned teams for quick action.
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- Verified measurements, specifications, and garment construction accuracy.
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- Ensured buyer compliance, safety standards, and product consistency.

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- Buyer Follow-up – Rex, Lindex, Next
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- Regularly followed up order status for Rex, Lindex, and Next buyers.
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- Coordinated production planning, sewing, finishing, and shipment tracking.
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- Communicated buyer comments and requirements to production and quality teams.
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- Coordinated sample development, PPS, TOP, and final inspections.
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- Ensured on-time delivery with required quality standards.
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- Followed up fabric, trims, and accessories availability to avoid delays.
- All kinds of sample checking grading, styling, measurement and workman ship and give comment. [Photo sample, Size set. SMS sample, PP sample, Shipping sample]
- Arranging PP-meeting and hand to qc department for bulk production.
- Patten and measurement date base set up with support of computer system.

### **Academic Qualification:**

#### ➤ **Bachelor of Social Science (B.S.S Degree)**

Institute : Bhawal Badre Alam Govt. College  
 Board : National University  
 Subject : Political Science  
 Result : 2<sup>nd</sup> Class.  
 Passing Year : 2025

#### ➤ **Diploma in Engineer**

Institute : Dishari Institute Of Science And Engineering, Jhenaidha.  
 Board :BTEB  
 Subject : Civil Technology  
 Passing Year : 2018  
 Result :2.93 (Out of 4.00)

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

Institute : Jhenaidah College, Jhenaidah  
 Board : Jessore Board  
 Group : Business Studies  
 Result : GPA: 2.60 (out of 5.00)  
 Year of passing : 2011

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

Institute : Kanchan Nagar Model High School, Jhenaidah,  
 Board : Jessore Board  
 Group : Humanities  
 Result : GPA: 3.50 (out of 5.00)  
 Year of passing : 2009

### **Computer Knowledge:**

- Know Fundamental of Computer, MS-Word, MS-Excel, Power Point, Adobe Photoshop, And Illustrator & Internet Browsing.

**Favorite Hobbies:** Teaching, Traveling, Reading Newspaper, Novel,

Book of Poem etc.

**Language Efficiency:**

- Bengali : Fluent as mother tongue.
- English : Good (Writing, Listening, Reading, Speaking).

**Personal Information:**

Name : **Md. Tareq Mahamud Munna**  
Father's Name : Md. Abdul Aziz  
Mother's Name : Begum Rokeya  
  
Permanent Address : Vill: Bazar Gopalpur, P.O: Bazar Gopalpur,  
  
P.S: Jhenaidah Sadar, Dist: Jhenaidah.  
  
Date of Birth : 19 November 1994  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Married  
Gender : Male  
Height : 5 Feet 4 Inch  
Weight : 63 KG  
Blood Group : O+  
National NID No : 4152138386

**Declaration:**

I am **Md. Tareq Mahamud Munna** hereby declares that the above information is completely true to my knowledge. If any information is proved to be untrue, I will be bound to suffer legal punishment.

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**Md. Tareq Mahamud Munna**

Date: .....