



Md. Amran Khan Munna

House # 71, Bonomala Road, College get, Tongi, Gazipur.

Bangladesh

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Executive summary

Results-focused management professional offering 27 years of progressive leadership experience. Transforms high-potential Management into outstanding leaders who demonstrate the creativity and savvy that is critical to financial and operational success.

Good knowledge of all types of knit & woven product technical operation like pant, jacket, shirt, overall, coverall, tee shirt, boxer, sleepwear, polo shirt, fleece jacket, swimwear, machine attachments to do operations, time & motion study also. Very good knowledge of labour handling motivates to do good work. Good knowledge of all of the department – merchandise, sourcing, commercial, finance, account, hr, admin, compliance, ie, production (store, cutting, sewing, finishing, quality). I am capable to convert strong & profitable business from sick project, setup the new business & project, & give good training to the workers & staff to do good productivity with quality & successful.

Skills colam 1

Core qualification

Marketing & Customer Relations,

Project Planning,

Business Development, Full production Follow-up.

Skills colam 2

Responsibilities-:

- A) Check costing (product/merchandise costing).
- B) Check commercial activities.
- C) Check Finance & accounts activities.
- D) Profit & loss calculation after complete the shipment a order.
- E) Project planning.
- F) Business planning.
- G) Sound judgment.
- H) Operation management.
- I) Workflow planning.
- J) Develop work efficiency
- K) Check Hr, admin & compliance activities.
- L) Full production follow-up in patriarchal (Developing samples, Inventory of all trims /fabric, check pattern & marker, quality, cutting, sewing, finishing.)
- M) Policy & program development.

Training

>Ismart (digital online inspection system) by Hoi

>Quality & production training by HO-I APPAREL TEAM.

>Safety regulation for children's wear by hoi

> Structure/ Physical Layout by Hoi

> Operations & production and Quality Control >
Documentation by Hoi

2.Moisture and Preventive Measures For Damp Textile by HOI

3.Textile physical material requirements for trimmings. by HOI

4. Textile physical material minimum requirements for textile for garments. by HOI

Professional Experience.

Tad Group / Texweave (This is a Europe based largest buying house in Bangladesh)

As Head of the Production & Quality Department.

1st June 2021 to Running

Innert Group

As a Production Director

From 2nd October 2019 to 30th May 2021.

100% export oriented knit composite industry (Salam brick field,
Pagar, Tongi, Gazipur).

Npm Apparels Ltd (Marium Group)

As A Production Director from October 2018 to 31st

August 2019.

Job responsibility same as below.

Prs apparels ltd.

As a Production Director.

100% export oriented garments manufacturer.
(12 sewing line woven project)

From January 2017 to September 2018.
Extensive Production & General Management

Coordination with marketing and merchandising team: meets with marketing team for future orders, present order status, and product costing and to discuss capacity status of the factory's. Takes decision to accept any order or not when there is less margin.

Approvals from Buyers: Handles production issues and when required i can directly contact to buyer for approval of variations.

Planning of production units: Production planning, Material planning and machinery planning is done or reviewed.

Style allocation to units (where handling multiple factories): Based on available capacity, product categories allocates styles in different units. In case own factory capacity is less than required one, transfers orders to other factories for job work.

Technical setting of the garment: For the reduction of making cost and production friendly samples, changes technical setting of the garment.

Involvement in pp meetings: Attends pre-production meeting and ensure that important points are discussed at meeting.

Production monitoring: Does follow up day to day production from each line and ensures that production units meet the production target.

Factory work study/industrial engineering: Follow up industrial engineering functions and systems.

Quality of the finished product: Ensures that factory produces quality product at minimum alteration and repair cost. Ensures that only quality goods are shipped to the buyers.

Shipment planning and shipments: Plans shipment dispatch with documentation and shipping department.

Costing of production floor: Checks manpower costing of each floor and try to keep manpower cost under control.

Cost cutting of production processes: Looks into things possible ways where production cost can be minimized and goes for it.

Employee Training: To motivate employees and enrich their knowledge in certain areas training program is arranged.

Buyer Compliance: Makes sure that all factories are compliance as per buyer.

Recruitment: hiring people to ensure that only right personnel is employed to the company.

Workers personal & welfare activities.

Introduced a clocking system, changed factory floor to a straight-line system, streamlined the product to 5 pocket denim jeans, introduced quality management system, restructured the entire management team, and introduced a planning and reporting system.

Inter departmental issues: Ensures smooth flow of information and material from one department to another. Resolves inter-departmental issues if there is any Handled products like jackets, pant, trousers, shirts and ladies, fashion, Kids wear garments for buyers of international

repute like H&M, Lindex, Levis, Oskosh, Otto, Kik, La-re-dute, Bairn, Linmark, Euro centra, Texebo, Tms, redcat.

Heritage apparels ltd. as a production Director.

100% export oriented garments manufacturer

(5 sewing line woven garments factory.)

From 16 March 2016 to December 2016.

Objective: -

Senior management assignments in Business Development / Garment manufacturing Operations in a Dynamic & growth oriented Garment manufacturing organization.

SUMMARY OF SKILLS AND EXPERIENCE :

An astute professional with over 1 decades of rich experience in Operations, Production, Product Development and quality Control & Compliance in the garment manufacturing industry.

Extensive experience in production planning, production vendor development maintenance planning and execution in shifts, and procurement & logistics of raw materials.

Well-versed with Gap Inc. and Levi Strauss & Co.'s standards for product, safety human rights in the garment manufacturing industry.

An effective communicator with strong people management interpersonal analytical and problem-solving skills. Experience of working with and managing cross cultural and multi-lingual teams.

Production Operation : Spearheading production operations, including development & execution of production plans, estimation and procurement of resources and manpower required during the process.

Defining production volumes/targets as per market timely delivery of ensure smooth production process.

Maintaining harmonious work environment on the shop floor. Providing continuous on job training to workers to hone their professional skills. Planning, scheduling and executing maintenance (preventive, predictive and breakdown) for all production and utility equipment, to achieve improved operational efficiency and optimum resource utilization.

Product Development :

Interfacing with different departments for new products and setting up chain of tasks for the purpose.

Co-ordination with purchase Dept. for purchase of raw materials and spares, and ensuring adherence to all specifications.

Implementing value engineering initiatives to achieve standardization and reduce costs.

Quality Control/Compliance :

Implementing stringent quality standards specified by the organization, to enhance quality of products and reduce rejection/wastage.

Overseeing implementation of standard Operating Procedures on the production floor, and training the workman on same.

Ensuring compliance with pre-defined safety, product, human rights and environment management parameters.

Hermes-otto international. (Liosson office) as a senior quality controller .

From 1st January 2009 to 15 march 2016 .

factory visit and quality audit for factory selection

Review planning and style with merchandising sheet.

Take file and all document from qa and merchandise department.

Check fabric accessories in-house or approximate in house date.

Check fabric accessories as per required or not.

Do pp meeting with all responsible person.

Production size set checked and give approve prior to bulk production.

Do In-line inspection when start production.

Teamwork with colleague, daily workload and follow up and planed for batter result .

Teamwork and mutual understanding with factory responsible staff.

All production sections visit, check and guided every day.

Follow full production process fabric relaxation, cutting, sewing, ironing, packing, etc.

Identify weak areas in production process and give solution.

Give solutions and suggestion to factory staff to improve.

Do pr-final inspection on 80% goods ready.

Do final inspection when inspection booking confirm after 100% goods complete.

Give training to qc who is responsible for factory.

Check hydrometer for moisture in factory.

Communicate with merchandiser and qc management when order quality is bad and kpi effect.

Give training to qc ismart inspection system.

Euro centra bangladesh. (lesson office) as a quality controller.

1st September 2003 to 31 December 2008.

Setting quality standards for the factory following buyer's requirements and guidance for each departments and processes.

Establish SOPs for production and preparatory processes to get right first time quality from each process.
Develop MIS for quality measurement and recording quality.

When established quality standards are there in a company follow and control the factory quality standard.

Monitor the quality of the product through the various stages of production.

Train the newly hired quality personnel on company quality policies and how to use quality tools.

Pre-production:

Auditing inward fabric and trims and ensuring only quality goods are accepted.

Involvement in product development and sampling stage and take care of quality aspects of samples.

Ensure that no faulty fabric is sent for cutting. If minor fault are present in the fabric, defects should be marked on the fabric and same thing must be communicated with factory management .

Check audit report of the fabric and trims quality.

Conducting pre-production meeting before production start.

Production:

Perform in-line inspection and end-of-line inspection in sewing floor.

Perform inline inspection, pre-final audit and final inspection in finishing department.

Do final inspection when offer by the factory.

Responsible for analysis quality reports and prepare improvement plan.

Ensuring the right quality of the outward garment by conducting quality audits in manufacturing process.

Daibstar group

As a quality manager jun 2002 to february 2003.

A garment Industry professional with more than 1 decade of rich experience in operations, Production, Quality control, Line balancing.

Skills in taking process improvement and cost reduction initiatives and implement Quality systems for enhancing Production efficiency.

In- depth understanding in handling maintenance operations and taking cost saving initiatives to optimize efficiency of machine and enhance productivity, Developed in implementing policies, procedures & systems for effective factory management.

Following Line Lay/Out system My Responsibility is Following Sample, Shipment Wise Cutting Plan, Line Lay/Out, Packing, up to Final Inspection company having latest production development machine.

Implementing stringent quality standards specified by the organization to enhance Quality of products and reduce rejection & wastage.

Following Cutting quality system bundling & numbering In Process Quality control, End line quality control, Finishing Audit report and Statistical Final Audit according to buyer AQL standard and knowledge of statistical process control (spc).

Leadership : Promotes organization among customers during audits and visits & drives mission through employees & supports motivation of employees.

Decision Making : Formulates policies and planning recommendation to the management, decides or guides course of action in operations by staff / employees

Personal Credibility : Uses personal credibility to influence outcomes beyond own business

1. Production & Quality Assurance :

2. Implementing latest tools to improve systems ; conducting internal audits and ensuring compliance to quality standards.

3. Minimizing performance bottlenecks for high productivity by maximizing men, material & machine.

4. Appraising the prevalent production systems/ process, loopholes if any and undertaking

5. Result – oriented measures for alleviating them and document the same.

Swan garments (pv) ltd

As a quality in charge/floor incharge (apm) . October 1999 to may 2002.

Following Cutting quality system – bundling & numbering In Process Quality control, End line quality control, Finishing Audit report and Statistical Final Audit according to buyer AQL standard and knowledge of statistical process control (spc), Good experience in knit & woven garment.

Follow up in process and end process manufacturing quality, quality data collection and analysis across factory.

Setting up of quality monitoring systems. Liaison with cutting, sewing and managing quality assurance, resources deployed in different section.

Monitor quality of the product, find defects and take remedial actions.

Conduct inline and final inspection with quality manager as per customer/ buyer requirements.

Detect faults and recommend corrective actions by counter checking operations continuously.

Follow up Import Fabric Inventory & quality.

Conduct final inspection in sub-contact factory.

Production

Communicate with cutting section during new style cutting about sewing input Purpose and bundling purpose.

Make paper lay out and give to line cheep.

During new style sewing line layout doing manpower allocation.

After complete sewing line layout find technical problems and give solution.

Communicate with quality controller about his findings.

Check supervisor hourly production report board.

Make production speed up as per production planning.

Communicate with finishing in charge and finishing quality controller when new style start finishing for sewing problems. Follow-up floor discipline and administration Give up-date to production manager.

Cpl (consumer product ltd)

As a sewing line cheep march 1999 to September 1999.

Pritha apparels ltd (opex group)

As a quality inspector/ line quality controller from 1997 to 1999.

Academic Background:

S.S.C

Institution

: Bharamara pilot High School

Year : 1995
Result : 3.31

H.S.C

Institution : Bharamara degree Collage
Year : 1997
Result : 3.00

B. A (Hons.)

Institution : National University
Year : 2001
Result : 2nd Class.

Language Proficiency:

Bengali : Mother Tongue
English : Reading, Writing & Speaking

Personal Information:

Nick Name : Munna
Fathers Nam : M.a. karim khan
Mothers Name : Mrs. Mina pervin
Date of Birth : 06 nov 1978
Blood Group : o+
Religion : Islam (sunni)
Marital Status : Married
Nationality : Bangladeshi By Birth

Permanent Address

: Vill.- khamirdiar,
P.O.- Khamirdiar
Upazilla - Bharamara, Dist- Kushtia.
Bangladesh

: Ms World, Ms Excel, Outlook Express, E-Mail &
Internet brows.



NPM APPARELS LTD.

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Factory Address:

Plot No-1, Marium village, Dakshingon,
Sanmania, Kapasia, Gazipur.

Email: info@npmapparels.com

Date : 02nd February, 2020

TO WHOM IT MAY CONCER

This is to certify that Md. Amran Khan Munna, son of M A Karim Khan, has served in this company as an Production Director for the period of 01st October 2018 to 31st August 2019.

He is very diligent and dutiful. During his service with us we found him sincere, hardworking & honest.

We wish him every success in life.



Mohammad Golam Kibria
Project Director



PRS Apparels Limited

Making quality apparels for world market

EXPERIENCE CERTIFICATE

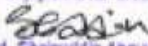
Date - 10/10/2018

TO WHOM-SO-EVER IT MAY CONCERN

It is our pleasure to write on behalf of **Mr. Amran khan munna** Son of **M.a karim khan** who has worked with **Prs apparels ltd.** in the capacity of **Production director**. He joined in our company on January 2017 to still. During this tenure of his work **Mr. Amran khan munna** remained involved in his work dedicated. We found him pretty active in whatever task we have provided him. He is a confident person. He is professionally sound, hard-working and a devoted management staff. He has the motivation to take initiative tasks and we are gratified that he had been helpful in the advancement of our organization. Moreover, I would like to reflect over his conduct during his stay with us. During service he has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. He has a genial temperament and can efficiently work in a team. All of our staff members are pleased with him and feel comfortable in teaming and coordinating with him for the realization of organizational goals and objectives. He is leaving his job only on his own decision and for attempting opportunities with a better profile. We wish him all the best in his future endeavor.

Sincerely
Salauddin ahmed (Badal)
Managing Director

PRS Apparels Ltd.


Md. Salauddin Ahmed
Managing Director



HERITAGE APPARELS LTD.

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Tel: +88 02 7814002
Fax: +88 02 7814002

EXPERIENCE CERTIFICATE

30/12/2016

To Whom It May Concern

This is to certify that **Mr.Amran Khan munna**, Son of **M.A Karim khan**. worked as **production director** in our company from 16th march 2016 to December 2016 with our entire satisfaction. During his working period we found him a sincere, honest, hard working, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company. We wish him every success in life.

Md.Anowar Hossain Babu

Managing Director

March 14, 2016

TO WHOM IT MAY CONCERN

This is to certify that Mr. Amran Khan been working with Otto International (Hong Kong) Ltd. Bangladesh Liaison Office as Senior Quality Controller. He joined January 1, 2009 and left the company with his own will effective from March 15, 2016 and the company has no objection to release him.

Otto International (Hong Kong) Limited acts as a global buying office in providing sourcing services for apparel as well as non-apparel products. It belongs to one of the world's leading privately owned retail groups and is a one-stop-shop for first class global sourcing. For over 40 years, we have been sourcing products from the major production markets in two main categories – Fashion and Home, Living & Leisure. From our headquarters in Hong Kong and Hamburg, Germany, our client base has expanded across Europe, North America, South America, Australia, Russia, and Asia.

As per best of my knowledge he is sincere and committed to his job. I wish him every success in his future endeavors.

Yours sincerely



Farjana Liza

Senior Human Resource and Administrative Officer
Hermes-OTTO International Dhaka
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Sector No 66, Plot / House No 1, Uttara Model Town
Dhaka-1230, Bangladesh.

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Fax: +00 (0)2 804 09 50

Banker : Standard Chartered Bank

This is to certify that Mr. Anran Khan had been in our employment from 1st September 2003 to 31st December'2008 as a Quality Controller of our company's Bangladesh Liaison Office in Dhaka, Bangladesh.

We are pleased to confirm that Mr. Amran Khan Khan performed his given tasks to our entire satisfaction and we are convinced that his loyalty, resourcefulness and experience will continue to assure him of an excellent future career.

We wish to Mr. Amran Khan Khan every success for his personal and professional future.

Euro Centra Company Limited
Bangladesh Liaison Office



Euro-Centra Company Limited
Bangladesh Liaison Office