

## MD. SHAH ALAM

Boroikandi (Sunampur)

South Surma, Sylhet-3100

Cell No. – 01758-049252

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### OBJECTIVE:

Want to build a career with most exposure in corporate environment and to secure a position that provides sufficient challenge, where I can utilize my knowledge, practical experience, and individual innovation to achieve the organization's goal and mission.

### EDUCATIONAL QUALIFICATION:

**MBA** :  
Result : CGPA 3.41 (Out of 4)  
Grade : B+  
Institute/University : North East University Bangladesh  
Year of Passing : 2016

**Masters' in English** :  
Result : 2<sup>nd</sup> Class  
Institute : M.C. College, Sylhet  
University : National University  
Year of Passing : 2013

**B.A Honors' in English:**  
Result : 2<sup>nd</sup> Class  
Institute : M.C. College, Sylhet  
University : National University  
Year of Passing : 2012

**Higher Secondary Certificate (HSC/Alim):**  
Result : GPA 4.33 (Out of 5)  
Grade : "A"  
Institute : Boroikandi Islamia Alim Madrasah  
Board : Bangladesh Madrasah Board  
Year of Passing : 2008

**Secondary School Certificate (SSC/Dakhil):**  
Result : GPA 4.08 (Out of 5)  
Grade : "A"  
Institute : Boroikandi Islamia Alim Madrasah  
Board : Bangladesh Madrasah Board  
Year of Passing : 2006

### JOB EXPERIENCE:

- ❖ I have been working as Sr. Executive (Internal Audit) at Aourselves Pvt. Ltd. (Mobile Accessories Company) from 01.05.2018 to till now.

## Responsibilities:

- ✓ To make organization legal documents, travel to various government and non-government offices.
  - ✓ Providing various suggestions for keeping office management and office environment and working on my own concerns.
  - ✓ Always keep in touch with the supplier and place orders when necessary.
  - ✓ Deposit Money/Cheque in different banks and withdraw money and other banking activities.
  - ✓ Maintenance of important documents, file and records in an organized manner.
  - ✓ Attending meetings and arranging training program as per requirement.
  - ✓ Confirming and coordinating with other departments.
- ❖ I worked at Sylhet Valley City Resorts Ltd. (No. 69 Duplex Bungalow Project) as an Office Executive-cum-Computer Operator from July 01, 2011 to January 31, 2015.

## Responsibilities:

- ✓ Collect requisition, order goods and make payment of supplier.
- ✓ Review contractor's bill and weekly payment of contractor.
- ✓ Monitor cash & ledger book, and create monthly and yearly Accounts summary.
- ✓ Deposit Money/Cheque in different banks and withdraw money and other banking activities.
- ✓ Maintenance of important documents, file and records in an organized manner.
- ✓ Different types of computer task.

## COMPUTER AND JOB SKILLS:

- ❖ Operating System : Windows XP, Windows Vista, Windows 7 to latest version.
- ❖ Office Application : MS Word, MS Excel, MS PowerPoint, MS Access.
- ❖ Typing : Bengali and English (Bengali speed-20 & English speed-25).
- ❖ Internet : E-mailing, Browsing, Chatting & Downloading.
- ❖ Accounts : Receipts & Payments, Received & Expenditure Summary.
- ❖ Graphic Design : Adobe Photoshop, Adobe Illustrator (Basic level)

## LANGUAGE SKILLS:

- ✓ Good working knowledge in both **Bengali** and **English** (Speaking, writing and listening) and also I can understand Hindi as well.

## PERSONAL INFORMATION:

Father's Name : Late. Md. Siraj Miah  
Mother's Name : Ayra Khanom  
Date of Birth : January 15, 1991  
Place of Birth : Sylhet  
Nationality : Bangladeshi (By birth)  
NID : 550 423 9889  
Driving License No. : SL0024779CL0005  
Sex : Male  
Religion : Islam  
Marital Status : Unmarried  
Permanent Address : Vill: Boroikandi (Sunampur), Road no.01, P/S: South Surma, P/O: Sylhet-3100, District: Sylhet, Bangladesh.  
Present Address : "Same as above"

## REFERENCE:

1. Khadem Mohammad Asad-Uz-Zaman  
Manager  
Pubali Bank  
Goalabazar Branch, Sylhet  
Contact no. 01712-288983
2. Engr. Momtaj Uddin Chy.  
Acting Department Head (Civil)  
Sylhet Polytechnic Institute  
South Surma, Sylhet  
Contact no. 01711-376649



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**(MD. SHAH ALAM)**