

MD. JAHEDEL ISLAM LASKER

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Bangladeshi



34 Years



Single



O+



6ft



Available

CARRIER OBJECTIVES: To contribute to an organizational environment that can recognize and reciprocate the value of my services. To utilize the acquired knowledge and experience in the establishment, running and development of the organization.



Educational Credentials:

- **FORMAL:**

Bachelor of Arts, (BA/BSS) Major: Humanities, Bangladesh Open University (2018)

Higher Secondary Certificate, (HSC) Major: Business Studies, Madan Mohan College, Sylhet (2010)

Secondary School Certificate, Major: Science, Police Line Hugh School, Sylhet (2007)

- **TECHNICAL: Diploma in Advanced Computer Application**



PERSONAL STRENGTH:

- A quick learner.
- Drive for results, embracing diversity, integrity, self-awareness.
- Communication, coordination and analysis skills.
- Ability to work as part of a team



TECHNOLOGICAL SKILLS:

- Skilled on OS (WIN- XP, 7, 8, 10)
- Skilled on Microsoft Office (Word, Excel, Power Point)
- Expert in providing solutions for different types of Windows Operating Systems.
- Adobe Photoshop
- Optimum expertise in computer applications and Internet handling.
- Skilled on English and Bengali typing accordingly.
- Computer basic troubleshooting

Brief Description of Work Experience

Position Held With Period

Nature of Responsibilities

01. Premium Fish & Agro Industries LTD

Position: Asst. Manager (MIS)

Address: Sunamganj Road, Bolaura,
Sylhet-sadar.

Period: Feb 2021 to Present

- Monitoring sales team performance and providing feedback to help improve sales performance over time.
- Coordinating with sales managers to ensure that they meet monthly sales target in quality standards before deadlines.
- Reviewing current weekly sales processes and recommending improvements to increase efficiency or prevent future problems.
- Analyzing market data to identify competitor's sales trends or patterns that could indicate problems within the company.
- Monitoring sales team salary, TA/DA & bonus statement.
- Coordinating the CEO & General Manager in different activities.
- Respond to all official E-mails.
- Tracking company vehicles and sales team leaders.
- Providing administrative support as needed.

02. Sylhet Women Chamber of Commerce and Industry (SWCCI)

Position: Asst. Secretary

Address: 23/3, Shaptodipa, Jamtola,
Sylhet.

Period: (Jan 2016 to March 2019)

- Presides at all meetings of the chamber of commerce board of directors and executive committee.
- Schedules and works with the president to prepare the agenda for meetings of the board of directors and executive committee.
- Respond to all official E-mails.
- Prepare monthly agenda for the board meetings.
- Work on any events that the chamber is having and/ or hosting and try to attend all activities.

03. Sylhet Cable Systems (SCS) Pvt. Ltd

(Branch Office)

Position: Accounts Executive

Address: Osmani Medical College Road,
Sylhet.

Period: (July 2014 to August 2015)

- Solve billing problems.
- Collect daily cash and deposit to bank.
- Receive payment by cash, check or vouchers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Calculate total payments received during a time period and reconcile with total sales.
- Undertaking official typing, filing, making phone calls, handling mail and basic bookkeeping.

04. Indian Visa Service Center

Position: Data Entry Operator

Address: VIP Road, Lamabazar, Sylhet.

Period: (April 2011 to Feb 2013)

- Fully responsible for performing data entry on an identical web site using client's information
- Updating/ researching/verifying data into/from various systems; and ensuring the accuracy and confidentiality of information recorded.
- Insert and update data on frequent basis.
- Reviews and verifies data entered into database to ensure accuracy.
- Develop new methods to enter data more efficiently.
- Assists and trains new data entry operators.



TRAINING & WORKSHOP:

01. Training Title: ICT Digital Literacy for SMEs

Training provider: The SME Foundation, 76 Motijheel C/A, Dhaka-1000, Bangladesh.

Period: 20th August to 26th August, 2008.

02. Training Title: Productivity and Quality improvement through suggestion scheme

Training provider: National Productivity Organization (NPO) Ministry of Industries. Dhaka, Bangladesh.

Period: 24 may to 26 May, 2016.

03. Training Title: Entrepreneurship Development and Business Management

Training provider: Bangladesh Inspired and International Labor Organization (ILO) Dhaka, Bangladesh.

Period: 16th October to 20th October, 2016.

04. Training Title: Value Added Tax & Supplementary Duty Act 2012 (Training on trainee Program)

Organized by: National Bureau of Revenue and The Federation of Bangladesh Chambers of commerce and Industries (FBCCI) Dhaka, Bangladesh

Period: 12th and 13th November, 2016



EXTRA TRAINING HIGHLIGHTS: (As a Trainer)

- **Training Title: Promoting women entrepreneurship through innovative use of ICT tools**
- **Period:** From 31st August to 5th September, 2016
- **Jointly Organized by:** The Asia Foundation, Dhaka University and Sylhet Women Chamber of Commerce and Industry.

REFERENCE: References available on demand.

DECLARATION

"I do hereby declare and certify that all the information stated above is true and complete to the best of my knowledge and belief".

Signature: Jahedul Islam Lasker.
(JAHEDUL ISLAM LASKER)