

Last Updated : **January 19, 2017**

## **MD MOYNUL ISLAM**

Address: House No-11, Block-C, Almodina R/A, Shahparan Gate,  
Khadimnagar-3103 ,Sylhet  
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### **Career Objective:**

To obtain a responsible position through which I can utilize my knowledge, enhance my skills as well as can acquire the ability to face a high level of challenges, and get myself provided with varied experience.

### **Special Qualification:**

Top participant of Channel i Young Leaders Program-2016(first participant from Sylhet Division)

### **Employment History:**

**Total Year of Experience : 1.1 Year(s)**

#### **1. Admin Officer and Temporary Office Manager ( February 1, 2017 - March 30, 2017)**

##### **Jalalabad Association (International Sylhet Festival)**

Company Location : Sylhet

##### **Duties/Responsibilities:**

Managing official staffs, petty cash, keeping liason among all committee members, decision making towards the goal etc.

#### **2. Senior Officer(sales) ( January 1, 2016 - March 31, 2016)**

##### **Goodhill Realty**

Company Location : Al-Hamra Shopping City ,Zindabajar, Sylhet

Department: Sales and Marketing

##### **Duties/Responsibilities:**

To maintain office activities, visit to potential customers, monitor subordinates, arrange final meeting, report to Head office etc.

#### **3. Brand Admirer ( January 1, 2014 - June 30, 2014)**

##### **British American Tobacco Bangladesh**

Company Location : Akhalia, Sylhet

Department: Sales and Marketing

#### **4. Independent Marketing Officer ( July 1, 2012 - September 30, 2012)**

##### **Globe Multimedia (Website- Sylhet Eye)**

Company Location : Gallaria Shopping City, Zindabajar, Sylhet

Department: Sales and Marketing

##### **Duties/Responsibilities:**

To collect data and to collect advertisements from different shops and organizations of Sylhet Division.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BBA	Accounting & Information System	Leading University, Sylhet	CGPA:3.2 out of 4	2014	4years	-
HSC	Business studies	Jalalabad Cantonment Public School and College	CGPA:5 out of 5	2010	-	Got place in the merit list of Sylhet Board as well as scholarships
SSC	Business Studies	Hazrat Shah Paran (R) High School	CGPA:4.56 out of 5	2008	-	Got scholarship from Sylhet District Commission

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking	Mutual Trust Bank	Bangladesh	Shahparan Branch, Sylhet	2014	3month

**Career and Application Information:**

Looking For : Entry Level Job  
Available For : Full Time  
Expected Salary : Tk. 20,000  
Preferred Job Category : General Management/Admin, Marketing/Sales  
Preferred District : Dhaka, Sylhet  
Preferred Country : United Kingdom, United States, Australia, Canada, United Arab Emirates  
Preferred Organization Types :

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Accounts</li><li>• Area/ Territory Marketing</li><li>• Administration</li><li>• Administrative/ Executive</li></ul>

**Extra Curricular Activities:**

\* Scouting (SRM at college and SPL at high school). \* Involve in teaching profession as a home tutor as well as ex teacher of Ekushey Students Aid, Shahparan Gate, Sylhet (Specialized in Accounting, Finance, Mathematics and English). \* Participated in different social events such as first aids for poor people, public awareness related programs etc.

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

**Personal Details :**

Father"s Name : Abdur Rashid  
Mother"s Name : Saleha Rashid  
Date of Birth : February 23, 1993  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : ISLAM  
Permanent Address : House No-11, Block-C, Almodina R/A, Shahparan Gate,  
Khadimnagar-3103 ,Sylhet  
Current Location : Sylhet

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Syed Golam Faruk	Professor Dr. Tofayel Ahmed
Organization	: Mutual Trust Bank Ltd.	Leading University, Sylhet
Designation	: Senior Vice President Shahparan Gate Branch. Janani	Dean and Head,
Address	: Complex, 1st Floor, Khadimnagar, Shahparan, Sylhet.	
Phone (Off.)	: 2870111	
Phone (Res.)	:	
Mobile	: 01711973330	01711388598
EMail	: golam.faruk@mutualtrustbank.com	tofayelahmedneub@gmail.com
Relation	: Professional	Academic

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