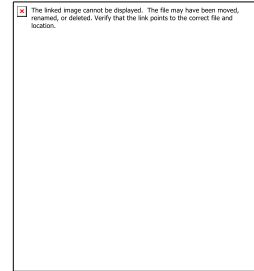


Applied For: **IT Executive (Sylhet)**

Last Updated : **October 30, 2018**

MD SHAMIM SHEKH

Address: Behind the Hotel Al-Kaderia, Post Office Road, East Rampura, Dhaka.
Home Phone: 01911596185
Mobile : 01741596185
email:samimm013@gmail.com, onllysamim82@gmail.com



Career Objective:

To learn & work in organizations that provide me with professional environment, knowledge based challenges & a career related to accounting & financing.

Employment History:

Total Year of Experience : 2.0 Year(s)

1. Branch Accounts Officer (August 1, 2018 - Continuing)

BRAC

Company Location : Mohakhali, Dhaka
Department: Finance & Accounts

Duties/Responsibilities:

Maintain daily transection.
Bank reconciliatio.
Cash management.
Maintain various files or documents.

2. Assistant Officer- TSO (November 21, 2015 - March 31, 2017)

Partex Star Group

Company Location : Tejgaon, Dhaka- 1208
Department: Sales

Duties/Responsibilities:

Visit prospective customers & inform about companies product. Maintain corporate sales. Create new order from dealers. Preparing monthly stock report.

3. sales associate (June 10, 2015 - November 15, 2015)

GRAMEEN UNIQLO

Company Location : Banasree, Dhaka
Department: Sales

Duties/Responsibilities:

Maintain customers and sales product.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Executive Master of Business Administration (EMBA)	Finance and Banking	Patuakhali Science and Technology University	CGPA:3.26 out of 4	2018	2 year	-
BBA	Finance	National University	CGPA:3.06 out of 4	2013	4 years	First class
HSC	Business studies	Kharizzama college	CGPA:4.2 out of 5	2009	-	-
SSC	Business studies	Pankhali pan zatia secondary school	CGPA:3.63 out of 5	2007	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking	Agrani bank ltd	bangladesh	barisal	2015	3 months

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 19,000
Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District : Anywhere in Bangladesh.
Preferred Country : Malaysia, Sweden, Australia, Canada, Finland, France, South Korea, Spain, Switzerland
Preferred Organization Types : Banks, Leasing, Govt./ Semi Govt./ Autonomous body, NGO, Market Research Firms, Buying House, Audit Firms /Tax Consultant, Agro based firms (incl. Agro Processing/Seed/GM), Tobacco, Furniture Manufacturer, Financial Consultants, Beverage

Specialization:

▷ Excellent interpersonal communication skills. ▷ Hard working and able to organize a heavy workload with competing deadlines. ▷ Capacity to work independently as in a multi-disciplinary and multi-cultural team. ▷ Good analytical aptitude. ▷ Ability to present and disseminate research findings and issues.

Language Proficiency:

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

Personal Details :

Father's Name : Md Barek Shekh
Mother's Name : Zayeda Begum
Date of Birth : January 7, 1992
Gender : Male
Marital Status : Unmarried

Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vil:Pankhali, Po:Gazalia, Upz:Galachipa Dist:Patuakhali
Current Location : Barishal

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Rahat Hasnat	Tohinul Islam
Organization	: Bangladesh Civil Service, Ministry of Information	Prime Bank Limited
Designation	: District Information Officer	Senior Officer
Address	: Gazipur	Corporate Branch, Motijheel, Dhaka
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01771327644	01713068093
EMail	: rahathasnat@gmail.com	tohin.ittefaq@gmail.com
Relation	: Relative	Relative