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MD. AMINUL ISLAM

Address: Village: Nowa Gawn, P.O: Toker Bazar, P.S: Jalalabad, District: Sylhet.

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Career Objective:

âTo obtain a significant and challenging position as a financial analyst wherein I will learn and excel in finance operation processes. A job that provide me a scope for growth in the finance vertical.â

Career Summary:

Good communication skill. Team solid builder and be able to work under pressure. Be able to work in detail and according to deadlines. Hardworking, self-motivated, problem solving and believe on negotiation. Be able to work with customer service, team and office support skills.

Special Qualification:

MBA from Leading University Sylhet with major in Finance & Banking. Work well under pressure as part of team. Polite, restful and courteous manners. Responsible, efficient & flexible. Ability to work in a fast-paced, intense environment smooth.

Employment History:

Total Year of Experience : 3.1 Year(s)

1. Executive, Sales & Marketing (February 10, 2016 - Continuing)

Akhtar Furnishers Limited (Akhtar Group)

Company Location : 66 Progoti Sharani, Baridhara, Dhaka-1212

Department: Sales

Duties/Responsibilities:

Visit Corporate House to meet with head of the organization and represents latest information about our products and services to them. Communicate with new and existing customers. Serve customers properly during their visit showroom. Create Order, Daily Receive and Payments, Delivery Invoice as well as Monthly Forecast for showroom requirements into companyâs software. Also keep daily visited customersâ comments and sales & data maintain sheet into Excel. Makes debit and credit Voucher for accounts department. Perform some of VAT and Tax related activities.

2. Marketing Officer (October 1, 2015 - January 30, 2016)

LUPIN International

Company Location : Sylhet

Department: Marketing

Duties/Responsibilities:

Provide update information about product and services to the customers, maintained good relationship with customers, performed according to the target and tried to create new and better service .

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration	Finance & Banking	Leading University, Sylhet	CGPA:3.07 out of 4	2017	1	Performed in many assignments & presentation programs, doing project work on online banking.
Bachelor of Business Administration(BBA)	Finance	Sylhet International University, Sylhet	CGPA:3.19 out of 4	2015	4	Internship, published paper in journal, done SBE program, many assignments & presentation programs.
HSC	Business Studies	Madan Mohon College, Sylhet	CGPA:3.3 out of 5	2010	2	Attained knowledge about Business Studies background.
SSC	Humanities	Hazi Abdus Sattar High School	CGPA:3.31 out of 5	2008	-	Gathered intelligences on Humanities department.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Certificate in Computer Application	Basic Fundamental, Windows, MS-Word, MS-Excel, MS-Access, MS-Power Point, Internet & E-mail.	National Youth Development Technical Training Centre	Bangladesh	Sylhet	2017	03 Months
Internship	General banking and Investment modes of the bank.	Islami Bank Bangladesh Limited (Sylhet Branch)	Bangladesh	Taltola, Sylhet	2015	Three(3) months
Standard Computer Application	MS Office, Internet Browsing, Windows, Adobe Reader, Adobe Photoshop etc.	Career Corner	Bangladesh	Amberkhana, Sylhet	2008	3 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution
 Preferred District : Cumilla, Dhaka, Habiganj, MoulaviBazar, Sunamganj, Sylhet
 Preferred Organization : Banks, Insurance, Leasing, Investment/Merchant Banking, Airline
 Types

Specialization:

At MBA program major subject was Finance and Banking, During BBA concentration was Finance. Presently I am gathering knowledge on accounts as well as corporate and retail marketing through my present job.

Extra Curricular Activities:

Participating in social activities like planting trees, providing food and shelter to beggars. Member of a blood donation club and Animal Rescue. Computer Literacy: Operating System like Windows 7, 8, 8.1 Applications like MS Word, MS Excel, MS Power Point(7 & 10), Photo editing, Internet browsing and E-mail. Typing skill on English as well as on Bengali (by Bijoy & Avro)

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name : Md. Abdul Ali
Mother"s Name : Monwara Begum
Date of Birth : March 22, 1990
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Nowa Gawn, P.O: Toker Bazar, P.S: Jalalabad, District: Sylhet.
Current Location : Sylhet

Reference (s):

<u>Reference: 01</u>		<u>Reference: 02</u>
Name	: Md. Abdul Latif	Professor Dr. S. M. Ali Akkas
Organization	: Sylhet International University	Leading University Sylhet
Designation	: Head & Associate Professor, Department of BA	Registrar
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