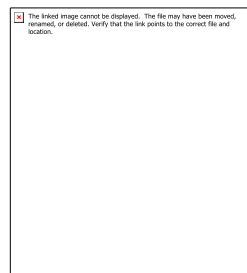


Applied For: **IT Executive (Sylhet)**

Last Updated : **June 4, 2017**

MD. AMIRUL HAQUE

Address: House No#Renesa-39, Road No-3, Surma R/A, Sunamgonj Road, Akhalia, Sylhet
Home Phone: +8801931319350
Mobile : +8801712388754
email:ahaque91@yahoo.com



Career Objective:

To pursue a career as an executive with national and multinational organization that will provide opportunities in career development in the line with multinational standards & to work as a professional in a reputable organization.

Special Qualification:

Leadership, Negotiation, Presentation, Quick Decision Making, Public Relation, Team Work, Ability to Work under Pressure, Time Management

Employment History:

Total Year of Experience : 3.7 Year(s)

1. Senior Officer, Finance and Accounts (March 13, 2015 - Continuing)

Manor IT Limited

Company Location : Level 5, Galleria shopping complex and appartment, Jallarpar Road, Zindabazar, Sylhet.

Department: Finance and Accounts

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business of Administration (MBA)	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.52 out of 4	2014	1 Years	Certificate of Masters of Business Administration (MBA)
Bachelor of Business Administration (BBA)	Finance & Banking	Metropolitan University, Sylhet	CGPA:3.25 out of 4	2012	4 Years	Certificate of Bachelor of Business Administration (BBA)

HSC Examination	Humanities	Madan Mohan College, Sylhet	CGPA:2 out of 5	2007	-	Higher Secondary Certificate
SSC Examination	Science	Naba Gram H.M.S High School, Lotibpur, Osmani Nagar, Sylhet	CGPA:2.25 out of 5	2004	-	Secondary School Certificate

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in Computer Office Application (2013) under Bangladesh Technical Education Board, Dhaka	Certificate of Diploma in Computer Office Application	Oishi Computer Academy, Sylhet	Bangladesh	Sylhet, Bangladesh	2013	6 Months
Certificate of Leadership Development Forum (LDF)	Leadership Development	Metropolitan University, Sylhet	Bangladesh	Zindabazar Sylhet.	2010	3 Days
Certificate of English Language Course Completion	Certificate of English Language Course Completion	Success English Language Institute	Bangladesh	Goalabazar, Osmani Nagar, Sylhet	2008	3 Months

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 25000
Expected Salary	: Tk. 18,000
Preferred Job Category	: Accounting/Finance, Bank/Non-Bank Fin. Institution
Preferred District	: Chattogram, Dhaka, Sylhet
Preferred Country	: Germany, India, Italy, South Africa, United Kingdom, United States, Australia, Bahrain, France, United Arab Emirates
Preferred Organization Types	: Banks, Insurance, Telecommunication, Event Management, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Public Relation Companies, Embassies/Foreign Consulate, Hotel, Immigration & Education Consultancy Service, Call Center

Specialization:

In my current status, I have successfully completed my Graduation & post- Graduation Program from the Metropolitan University, Sylhet, Department of Business Administration. I have successfully completed all the Course Works (126 Credits) of bachelor of Business Administration (BBA) & (41 Credit) of Masters of Business Administration (MBA) Program from the Department of Business Administration with Concentration on Finance & Banking in the year of 2012 & 2014 of this University with the Internship Work & Thesis Work. Bachelor of Business Administration (BBA) Program is of four years' duration & I have successfully completed 12 Terms And get CGPA 3.25 out of 4. And in MBA (Masters of Business Administration) Program is of one years' duration I've got CGPA 3.52 out of 4.

Extra Curricular Activities:

I always try to involve with a wide range of people and maintain the good relationship dealing with peoples, enquiries and complainants establishing a good report with relating such of these organizations. Participants to numbers of workshop program. ♣ Inter-debate competition '2010 on metropolitan university, sylhet. ♣ Volunteerism (regional round of informatics Olympiad at metropolitan university.) ♣ I worked as a volunteer in JAGO foundation for roots less child. ♣ Workshop on "Leadership Development Conducted" organized by LDF, Metropolitan University. ♣ I worked as a representative of LDF in Metropolitan University. ♣ I also worked as a secretarial-member of FFO. ♣ I participant in cultural activities (performed successfully in different programs of Metropolitan University & as a member of business club in Metropolitan University.)

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangali	High	High	High
Hindi	Low	Low	High

Personal Details :

Father's Name : Late Md. Tahir Ali
Mother's Name : Nehara Begum
Date of Birth : July 12, 1987
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Taltola, P.O: Taltola-3128, P.S: Balagonj, Dist.: Sylhet, Bangladesh
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: MOHAMMAD JAMAL UDDIN	M Rahman Emon
Organization	: METROPOLITAN UNIVERSITY, SYLHET,	Manor It Ltd
Designation	: ASS. HEAD, DEPARTMENT OF BUSINESS ADMINISTRATION	CEO
Address	: METROPOLITAN UNIVERSITY, SYLHET,	Galleria Shopping & Apartment Complex, Level-5, Jallarpar Rd, West Zindabazar, Sylhet-3100, Bangladesh
Phone (Off.)	: +880 821 713077-8	+88 0821 725682
Phone (Res.)	:	
Mobile	: +880 1558 347 255	+880 1913 219797
Email	:	accounts@manor-it.net
Relation	: Academic	Professional