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MD. RIASAT MUFTI

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Career Objective:

To work in a diversified environment, where there is an opportunity to show my creativity as an individual as well as a member of a team. My objective is to grow myself as the advancement of the institution.

Career Summary:

I am a post graduate and i am almost fresh in job market. But honestly i Intend to work in the field of any friendly environment all across the country.

Special Qualification:

• Good Interpersonal Skills • Organized, Analytical and Decisive • Self-motivated, Hard working with inner drive • Work well with integrated teams • willing to learn and adapt to new Technologies

Employment History:

Total Year of Experience : 4.5 Year(s)

1. Accounts cum Administrative Assistant (November 22, 2015 - Continuing)

BIMSTEC Secretariat

Company Location : Road - 53, Gulshan-2, Dhaka

Department: Accounts and Admin

Duties/Responsibilities:

Office inventory, Calculating and checking to make sure payments, amounts and records are correct. Managing petty cash transactions. Transport management. Doing protocol at airport and other places with delegates. Working with spreadsheets. Managing day to day operation of the Office.

2. Executive Assistant (July 2, 2013 - October 29, 2014)

Sylhet City Properties Limited

Company Location : City Center , 6th Floor, Zindabazar, Sylhet

Department: HR and Admin

Duties/Responsibilities:

Managing the day to day operation of the Office, Organizing and Maintaining files and records, Making travel and guest arrangement and other Logistic Support

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Social Sciecnce	Economics	Shahjalal University of Science & Technology	CGPA:2.9 out of 4	2015	1 years	Masters form major in Economics
BSS Honors	Economics	Shahjalal University of Science & Technology	CGPA:2.81 out of 4	2012	4 years	Bachelor of Social Science (Honors) in Economics
HSC	Science	Ispahani Public School and College , Comilla Cant.	CGPA:4.2 out of 5	2008	-	-
SSC	Science	Shaheen Academy feni	CGPA:5 out of 5	2006	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Training Course on Microsoft Office Application	MS Word, MS Excel, MS PowerPoint, MS Access	Daffodil International Professional Training Institute (DIPTI)	Bangladesh	Dhaka	2016	32 Hours
Training on Professional Graphics Design	Adobe Photoshop CS6, Adobe Illustrator CS6	Daffodil International Professional Training Institute (DIPTI)	Bangladesh	Dhaka	2016	32 Hours
Training on Computer Hardware, Operating System and Networking		Daffodil International Professional Training Institute (DIPTI)	Bangladesh	Dhaka	2016	32 Hours
National Conference on Contemporary Issues in Economics 2011	Contemporary Issues in Economics	Shahjalal university of Science and Technology	Bangladesh	Sylhet	2011	2 days

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 33000
 Expected Salary : Tk. 18,500
 Preferred Job Category : General Management/Admin, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Haiti, India, Kazakhstan, Nepal, Afghanistan, Bahrain,
 Bhutan, Congo, Cote d'Ivoire (Ivory Coast), Macau
 Preferred Organization Types : Telecommunication, Govt./ Semi Govt./ Autonomous body,
 NGO, Shipping, Logistic/Courier/Air Express Companies,
 Multinational Companies, Public Relation Companies, Hotel,
 Restaurant, Travel Agent, CNG, Tobacco

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Activation Management Program Management Rural development Administration Administrative/ Executive Admin 	<p>Microsoft Office: MS-Word, MS-Excel, MS-Power Point Graphics (Adobe Photoshop,picasa) Internet browsing and computer troubleshooting. Database queries.</p> <p>Good Team IT Skills â Good Interpersonal Skills â Organized, Analytical and Decisive â Self-motivated, Hard working with inner drive â Work well with integrated teams â willing to learn and adapt to new Technologies.â Endurance to work for long hours and under pressure. And Report Writing, Have a special confidence to understand and motivation system, Observational Capabilities, Perception Power, Clear Understanding, Co-operative and innovative.</p>

Extra Curricular Activities:

• President of SPORTS SUST 7th executive committee (A SPORTS Organization of SUST.)
www.sportssust.org . • Executive Member of SUST Tourist Club. • Regular Blood donor
of KIN (a voluntary organization of SUST.) • Member of Shikorh (a cultural organization
of SUST) • Course on National Conference on Contemporary Issues in Economics 2011
organized by Dept. of Economics SUST. • Achieved Organizer Award in 3rd Inter
University Debate Competition 2009 organized by Shahjalal University debating Society
(SUDS). • Get 1st prize in Essay writing Competition on Rural Electricity of Bangladesh.
• Appreciated to take part in the essay competition of PLAN BANGLADESH •
Participate in 1st SUDS Divisional Debate Feast 2009. • Shahjalal University
Photographers Association (SUPA) awards for successfully completing a basic course in
photography in 2009. • Successfully participated in Presentation skills development
programme organized by SUDS. • Achieved best speaker awards in Inter department
Bangla debate Competition 2009 organized by SUDS • Basketball champion on Behalf of
Economics department in Inter department basketball championship 2009. • Cricket
runners up on behalf of Economics 19th batch in Inter semester cricket championship 2011.

Language Proficiency:

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

Personal Details :

Father"s Name : Engr. Md. Mahbubul Alam
Mother"s Name : Rowshan Akhter
Date of Birth : December 29, 1990
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Bottala, Kalirbazar, Sherpur, Sherpur Shadar, Sherpur Sadar,
Sherpur 2100
Current Location : Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: MD. Masud Alam	Chowdhury Abdullah-Al-Baki
Organization	: Shahjalal University of Science and Technology, Sy	Shahjalal University of Science & Technology (SUST
Designation	: Associate Professor	Lecturer
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Relation	: Academic	Academic
