

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

Last Updated : **September 18, 2017**

MD. SAKIB HASAN

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Career Objective:

Becoming a successful professional through hard work, dignity and demonstrating high level professionalism by integrating academic learning and practical experience.

Career Summary:

Challenging and rewarding position in a growth-oriented organization, which offers divers jobs responsibility in HR & Administration or any other department and fully utilized my managerial skill.

Special Qualification:

I have good knowledge about finance ,Accounting and Marketing. I have also practical knowledge about banking.

Employment History:

Total Year of Experience : 3.3 Year(s)

1. Executive (June 20, 2015 - Continuing)

Madhumati Tiles Ltd.

Company Location : Genda Savar Dhaka

Department: HR & ADMIN

Duties/Responsibilities:

Prepare all administrative documents & maintain file systematically.

Prepare daily attendance report and send to the reporting authority.

Assist in Recruitment and selection of staff as per recruitment policy of the organization.

Provide post joining services to the employees by processing the requisition formalities of ID Card, SIM Card, Business Card, IT accessories etc.

Conduct of orientation and training course for the newly recruited employees.

Conduct HR related works such appointment, confirmation, promotion, placement termination and service agreements etc.

Prepared salary sheet.

Assist Administration task as drafting office order, showcase letter, security etc.

Maintain Leave Management process as per company policy & practice.

Any other task assigned by the management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Business Administration (MBA)	Accounting	Daffodil International University	Appeared	2017	1 years	-
BBA(Hons) in Bachelor of Business Administration (major in accounting)	Business Administration	Daffodil International University	CGPA:3.52 out of 4	2015	4	Achieve scholarship for one times
HSC	Business Studies	Mahatabuddin Dgree College	CGPA:3.7 out of 5	2010	Two Years	-
SSC	Science	B H A B Mundia High School	CGPA:3.88 out of 5	2008	Five Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	General Banking activities of	Shahajalal Islami Bank Limited	Bangladesh	Kawran Bazar, Dhaka	2015	Three Months
Microsoft Office	Microsoft word, Microsoft Excel, Microsoft powerpoint	Cenet computer training center	Bangladesh	Kaligonj,Jhenaidah	2008	Three Months

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 25000
Expected Salary	: Tk. 15,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, HR/Org. Development
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Germany, Greece, Italy, Japan, Kenya, South Africa, Canada, Mexico, South Korea, Spain
Preferred Organization Types	: Banks, Manufacturing (FMCG), Public Relation Companies, Garments, Audit Firms /Tax Consultant, Pharmaceuticals, Tiles/Ceramic

Specialization:

I have completed my BBA in Accounting .So I have very strong knowledge about accounting . That is why I have prepared myself to work in those field which is related to Accounting. But after Starting my career in HR & Administration I have strong practical knowledge of HR & Administration.

Extra Curricular Activities:

I had play cricket for Daffodils International University, and also for my college. I also participate in the voluntary work in the cultural festival at our university.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Rabiul Islam
 Mother's Name : Bilkis Begum
 Date of Birth : September 27, 1992
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Hazipur Mundia, P.O: Buzidanga Mundia, P.S: Kaligonj, Dist: Jhenaidah
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: S.M Mahabub Alam	S.M Alauddin
Organization	: madhumati tiles limited	Healthcare Pharmaceutical Limited.
Designation	: chief operating officer	Sales Manager
Address	: Madhumati Tiles Ltd. 12/2,Genda,Savar,Dhaka	Nasir Trade Center (Level -9 & 14) 89 Bir Uttam C.R Datta Sarak Dhaka-1205, Bangladesh. Local Office: Healthcare Distribution Co. House # 26, Road # 1. S # 10. Uttara Dhaka.
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Relation	: Professional	Relative