

Last Updated : **May 10, 2016****MD. SHAHJALAL**

Address: 453/2, West Rampura, Rampura, Dhaka-1219.

Mobile : 01921074137

email:myiraz@gmail.com

**Career Objective:**

To Become an integral part of an organization through hard Work, Honesty and Sincerity.

Employment History:**Total Year of Experience : 2.5 Year(s)****1. Executive - Business Development (June 5, 2015 - April 12, 2016)****Alam Trading Corporation**

Company Location : 418/2C, Khilgaon, Dhaka-1219

Duties/Responsibilities:

All Kinds of Communication, Sourcing for Pharmaceuticals Raw Material Inquiry

2. Executive (December 15, 2013 - November 30, 2014)**Golden Business Associates**

Company Location : 99, Karim Chamber (6th Floor), Motijhil, Dhaka.

Duties/Responsibilities:

All Kinds of Communication, Sourcing for Pharmaceuticals Raw Material Inquiry

3. Jr. Executive (Accounts) (January 1, 2011 - September 30, 2011)**Multi Focus Business System Ltd.**

Company Location : 69, Outer Circular Road, Moghbazar Dhaka-1217

Department: Accounts & Finance

Duties/Responsibilities:

To maintain accounts, cash and bank transactions, Maintain & preparing all kind of vouchers, cash book, bank book, bill register, general ledger & different registers related to finance & accounts.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|-------------|---------------------|---|--------------------------|----------|----------|-------------|
| MBS | Accounting | National University | Second Class, Marks :56% | 2015 | 1 Year | - |
| BBS (Hon`s) | Accounting | National University | Second Class, Marks :50% | 2011 | 4 Years | 2nd Class |
| HSC | Science | T&T College, Motijhil, Dhaka-1000. | CGPA:3.2 out of 5 | 2007 | 2 Years | "B" Grade |
| SSC | Science | T&T High School, Moghbazar, Dhaka-1217. | CGPA:4.31 out of 5 | 2005 | - | "A" Grade |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-----------------------|-------|--|------------|--|------|----------|
| Basic Computer Course | | Campus Social Development Centre (CSDC). | Bangladesh | 33, Topkhana Road (Floor 12), Dhaka -1000. | 2007 | 3 Months |

Professional Qualification:

| Certification | Institute | Location | From | To |
|--------------------------|----------------------------|----------------------------|------------------|------------------|
| Science Theatre Workshop | British Council Bangladesh | British Council Bangladesh | January 26, 2004 | January 29, 2004 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 10,000
 Preferred Job Category : Accounting/Finance
 Preferred District : Dhaka
 Preferred Organization :
 Types

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bagla | High | High | High |
| English | High | High | Medium |
| Hindi | Low | Low | High |

Personal Details :

Father"s Name : Md. Abdul Mazid
 Mother"s Name : Monoara Begum
 Date of Birth : August 25, 1990
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 453/2, West Rampura, Rampura, Dhaka-1219.
 Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---|--------------------------------------|
| Name | Md. Shahidur Rahman | Kazi Md. Abul Kalam |
| Organization | Megatex International Ltd. | The New Keya Drug House |
| Designation | Executive Director | Proprietor |
| Address | 5, New Circular Road (2nd Floor), Moghbazar, Dhaka-1217 | 469, Malibag Bazar Road, Dhaka -1219 |
| Phone (Off.) | +880-2-8312869, 8315787 | |
| Phone (Res.) | 8314258 | |
| Mobile | 01819211997 | 01552326998 |
| EMail | : | |
| Relation | : Others | Relative |