

Resume of SHAMIUL ISLAM KHAN

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Mobile: 01740147894

Email: jhalakkhan88@gmail.com

B-3 Flat no:402 Manoshi Lakeview Apartment
Shinepuker ,Boxnigor, Zoo road, Mirpur-1,Dhaka.



Career Objective: To make a positive impact in my field of activity leading to organizational growth by creative application of my value based convictions and professional divinity by putting my all efforts in the work assigned to me in an organization where I can grow along with the organization.

Experience:1. **Position: Senior Executive** (HR & Accounts) (02.12.2017 to Present)

Company name: **Gateway Holidays Limited.**

Responsibilities:

- Customer dealing.
- Reservation & Ticketing, Visa processing.
- Cash management & Salary sheet.
- Maintaining company bank account.

2. Position: Junior Executive (10.06.2017 to 30.09.2017)

Company name: **Flip Advertising.**

Responsibilities: Monitoring the activities, marketing and bill collection.

3. Position: Junior Executive (04.01.2016 to 30.04.2016)

Company Name: **Trade Abroad (CNF agent).**

Responsibilities: Maintaining company account, cash management, making daily indent, bill & collection.

Academic Qualification:

Exam Title	Concentration	Institute	Result	Passing year
MBA	Finance	Bangladesh University of Business and Technology(BUBT)	CGPA 3.84 out of 4	2017
BBA	Finance	Bangladesh University of Business and Technology (BUBT)	CGPA 3.90 out of 4	2015
HSC	Commerce(BM)	Sheikh Shafi Uddin Commerce Collage, Lalmonirhat.	GPA 5 out of 5	2011
SSC	Science	Church Of God High School, Lalmonirhat.	GPA 4.69 out of 5	2006

Language Proficiency:

English: Excellent writing and listening skill, advanced verbal skill.

Bangla: Full professional Accuracy (Native language)

Professional Training:

Mastering in customer service and back office program (02 months)

Training form BACCO provided by Finance Ministry of Bangladesh.

Training Partner: **Impel Service and Solution Limited.**

Achieved Skills: Effective communication, Digital marketing, Outsourcing business, Telemarketing, Online Transaction, and Verbal Communication etc.

Technical Training:

1. Diploma in Computer Science & ICT (06 months)

Training Form **Science Information & Technology Foundation, Bogra.**

Training Partner: Computer and career.

Achieved Skills: Basic computer operation, office suit, communication.

2. Internship : Financial Activities (03 months) (12.03.2017 to 12.06.2017)

Company Name : RIO Fashion Wear Limited.

Achieved skills : Overall Knowledge about Financial activities.

3. Internship : General Banking (03 months) (22.06.2015 to 22.09.2015)

Company Name : NRB Commercial Bank Limited (Banani Branch, Dhaka)

Achieved skills : Overall Knowledge about general banking of NRB Commercial Bank Limited.

Career and Application Information:

Looking For : Entry/ Mid level job.

Available For : Full time.

Preferred Location : Anywhere in Bangladesh.

Computer Literacy:

Operating System : Windows 98, 2000, 07, 10, xp, vista .

Office Suit : MS word, MS Excel, MS Access, MS PowerPoint.

Communication : Internet, Email and social media.

Key Competences:

- ❖ Communication skill & Optimistic approach.
- ❖ Team work & Positive use of criticism.
- ❖ Keen learner & Well organized.
- ❖ Self motivated & Ability to work under pressure.
- ❖ Time management.
- ❖ Team player.

Affiliations:

- **Project:** Making project work about general banking activities and agent banking of NRB commercial bank limited and overall finance activities of RIO fashion wear limited and also worked in a medical project for free vaccination in Rio fashion wear limited.
- **Club membership:** District red crescent society, BUBT blood donation club, Cultural club, sports club, Yess group and SAHOS and district sports association (DSA), Lalmonirhat
- **Voluntary activities** : Worked as a BP in market access Mcash, Bkash and Antu sports and worked as a representative of BUBT career fair ,annual sports and baishakhi mela.
- **Leadership experience:** Worked as a team leader of Bkash for 30 days at DITF.

Personal Details:

Father's Name :Late Anwarul Islam Khan
Mother's Name :Begum Jhella Arssy Elahi
Date of Birth :May16,1991
National id :19915225503000015
Marital Status : Single
Nationality :Bangladeshi
Religion : Islam
Permanent Address : House no:23 Road no:05 Stadium Road , Khordasaptana, Lalmonirhat.
Current Location : Dhaka.

Reference:

1) Salma Khatoun Manager Rupantarita Prakritic Gas Company Limited RPGCL Bhaban, 27 New Airport road ,Zloarsahara. Dhaka-1229 Mobile: 01711540380	2) Kazi Abdus Samad Assistant Manager Navana Furniture Limited House#16/B Road#93 Gulshan-2,Dhaka-1212 Mobile:01730725151 Email:robby@navanafurniture.com
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Signature:
SHAMIUL ISLAM KHAN