

Last Updated : **January 2, 2019**

SHAKIL AL ISLAM

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Career Objective:

To secure a position with a well established organization with a stable environment that will lead to lasting relationship in the field of IT.

Special Qualification:

- > Extensive knowledge in SQL, PL/SQL, Oracle Developer Suite(Forms & Reports Developer), Database Administration Oracle 11g, HTML, CSS, Magento.
- >Skilled in MS Office Suit.
- >Ability to cope with different/critical situation

Employment History:

Total Year of Experience : 2.1 Year(s)

1. Payroll Officer (January 1, 2017 - Continuing)

Colotex Apparel Limited

Company Location : Salna, Gazipur.
Department: HR & Compliance

Duties/Responsibilities:

- #Process payroll and maintain payroll information as required.
- #Prepare salary sheet manually with accuracy.
- Prepare and maintain related payroll records and reports.
- # Works with Human Resources Manager and assists with HRMS implementation, testing, maintenance and security.
- # Research and resolve problems, perform scheduled activities, and liaison with service providers.
- # Prepare and maintain standard and ad hoc reports, queries, and conduct appropriate audits to ensure data integrity.
- # Prepare and maintain accurate records.
- # Document workflow and work procedures.
- # Provide accounting support to Finance personnel.
- # Participate on cross-functional teams.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBS	Accounting	National University	Second Class	2011	1Years
B.B.S	Accounting	National University	Second Class	2010	4 years
HSC	Business Studies	Brahmanbaria Govt.College	CGPA:2.8 out of 5	2006	-
SSC	Business Studies	Annada Govt. High School	CGPA:3.69 out of 5	2004	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Web Design & Development	HTML, CSS, JQUERY, JAVASCRIPT, PHP, MYSQL, MAGENTO	BANGLADESH HIGHTECH PARK AUTHORITY	BANGLADESH	DHAKA	2016	3 Month
Web Development	HTML5, CSS, Javascrript, PHP,Magento	Optimal IT Ltd.	Bangladesh	Dhaka	2016	3 month
Diploma in Database Design and Development	SQL/PL SQL,ORACLE FORMS DEVELOPER, ORACLE REPORTS DEVELOPER, ORACLE DATABASE ADMINISTRATOR	IBCS-PRIMAX SOFTWARE BANGLADESH LTD.	BANGLADESH	H.NO:51, Road No:10/A, DHANMONDI, DHAKA-1209.	2015	1 Year

Professional Qualification:

Certification	Institute	Location	From	To
Oracle Certified Professional(OCP)	IDB-BISEW IT SCHOLARSHIP PROJECT	DHAKA	September 1, 2015	September 26, 2015
Oracle Certified Associate	Oracle Corporation	USA	October 1, 2014	April 1, 2015

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 21000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin, HR/Org. Development
 Preferred District : Dhaka
 Preferred Organization Types : Banks, Investment/Merchant Banking, IT Enabled Service, Garments, Textile, Buying House, Airline

Specialization:

Fields of Specialization

- Oracle Application Server
- MS Word/ Excel/ PowerPoint/ OneNote
- PL/SQL
- Oracle SQL
- ORACLE DEVELOPER SUITE 10G
- Oracle APEX
- Labour Laws
- Salary Sheet

Language Proficiency:

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

Personal Details :

Father"s Name : Rafiqul Islam
Mother"s Name : Sharifa Begum
Date of Birth : May 18, 1989
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Shahbazpur, P.O: South Shahbazpur(3413), U.P: Shamogram,
Upzilla: , Dist:, Shamgram, Nabinagar, Brahmanbaria 3413
Current Location : Gazipur

Reference (s):

Name : Mohammad Shahadat Hossain
Organization : The Parliament of Bangladesh
Designation : Senior Assistant Secretary
Address : The Parliament of Bangladesh
Phone (Off.) :
Phone (Res.) :
Mobile : 01715116887
EMail :
Relation : Relative
