

# Curriculum Vitae

## Md. Tariqul Islam



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## CAREER OBJECTIVE

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Having experience as a management trainee, seeking a career in an organization that will help to unlock my full potential. Who will facilitate the opportunity to work in a dynamic working environment and to gain intensive hands-on experience to grow career along with organization benefits.

## PROFESSIONAL EXPERIENCE

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### Management Trainee

#### SAM 3 Engineering Solution & DA WHEELZ (01.05.2018 – 30.09.2018)

- Maintain logistics with the team & good relation with the vendor.
- Co-ordinate project, monitoring the whole office workflow, machines, cleanliness of the office.
- Ensure a friendly working environment, time management, job done within the time for DA WHHELZ, Monitor proper safety at the project area.
- Collect resource for a project on emergency from other vendors.
- Use computers for various applications, such as database management or word processing.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as printer, copiers, or phone systems and arrange for repairs when equipment malfunctions.

## COMPUTER SKILLS

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- Hardware troubleshooting, having good knowledge of AutoCAD. Windows 2003/XP/7/Vista/8/10.
- Good knowledge of (Adobe illustrator, Software troubleshooting, Internet & Social media)
- Excellent at Microsoft Office (MS Word, Excel, PowerPoint), Typing speed: 40+ (Eng)

## LANGUAGE PROFICIENCY

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- Bangla- Native language
- English- Fluent in both verbal & written communication

## PERSONAL SKILLS

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- Quick learner and ability to work independently or as part of a team.
- Leadership skill. Good presentation & time management skills.
- Dynamic, Highly Dedicated and Punctual, target oriented, can work under pressure.
- Have an analytical skill. Able to adapt to the changing needs of a company.
- Enthusiastic to learn new knowledge, skills. Not afraid to give something new a try.
- Imaginative and able to come up with good ideas.
- Committed to words & can travel across the country.
- Maintain good communication with people. Details observer.
- Basic knowledge of Management (operation, total quality, logistic, delivery)

## EDUCATION

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### 1. University of Rajshahi

- B.Sc. Engg. in Materials Science & Engineering (Jan 2013 – Dec 2017)
- CGPA 3.07/4.00

### 2. Cantonment College, Jessore

- Higher Secondary Certificate Examination (2011)
- Science, Jessore Board
- GPA 4.50/5.00

### 3. Police Line Secondary School, Jessore

- Secondary School Certificate Examination (2008)
- Science, Jessore Board
- GPA 5.00/5.00

## VOLUNTARILY & HOBBIES

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- I was a blood donor in **BADHAN** at the University of Rajshahi (March 2016-December 2017) and now a free donor.
- I was a committee member of materials science & engineering department football & cricket tournament and **lead** a committee of 12 years celebration program.
- Organizing committee member of Pohela Boishakh-2014 program.
- Reading books, Swimming, Cycling, Driving motorbike, Playing (Cricket, Football, Table Tennis, Basketball)

## PERSONAL DETAIL

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- Father: Md. Abul Hasan
- Mother: Shaheenur Begum
- Permanent Address: Vill: Kolar Palsha; P.O: Kolahat; Upz: Badalgachi; Dist: Naogaon.
- Nationality: Bangladeshi.
- Marital Status: Unmarried
- Religion: Islam
- Birthday: August 2, 1993
- Linkedin: [www.linkedin.com/in/tariqulislamse](http://www.linkedin.com/in/tariqulislamse)

**REFERENCES:**

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**1. Name:** Md Abdul Halim**Designation:** Associate Professor

University of Rajshahi

**Address:** Motihar, Rajshahi**Mobile:** 01762576926**E-mail:** halimtsukuba2012@gmail.com**2. Name:** Md. Alamgir Kabir**Designation:** Executive SMS at BSRM  
STEEL**Address:** BSRM Steel Plant, Mirershorai,  
Chottogram**Mobile:** 01751656238**E-mail:** alamgir.kabir@bsrm.com