Azharul **Islam**

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| **OBJECTIVE** | Provide service support and labor in a company. |

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| **WORK**  **EXPERIENCE** | 01/2017 - current  **Manager, Nazrul Enterprise, Dhaka Bangladesh**  Responsibilities:   * Monitored employee work to assess performance and identify knowledge gaps. * Coordinated efficient operations to effectively deliver proper services in line with quality standards and business objectives. * Managed daily workloads by organizing effective schedules and delegating tasks. * Met financial targets by establishing budgets and controlling expenses. * Kept all paperwork current and compliant with internal standards and legal requirements. * Covered daily business requirements with   well-organized schedule and properly delegated assignments. |

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| **EDUCATION** | May 2011  **Secondary School Certificate,** Motijheel Model School of Dhaka  May 2014  **Higher Secondary Certificate**, Imperial College of Dhaka |

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| **ADDITIONAL**  **SKILLS** | Computer skills, Leadership experience, Communication skills, Time management, Creativity, Work ethic, Problem-solving abilities, Creativity, Organizational know-how. |

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| **REFERENCES** | References available on request |