

RESUMÉ
OF
MRIDA MD. SAIFUL ISLAM



Room No # **147**
Zahurul Haque Hall
University of Dhaka, Dhaka-1000.
Hotline (Cell): +88 **01717-956-337**
E-mail: saiful.nr@gmail.com

Career Objective

To get scope of performing in administrative level where I will get chance to utilize my strategic and planning capabilities.

Educational Profile

- **BBA** - (Bachelor of Business Administration- Appeared)
Department of Accounting & Information Systems
Dhaka University.
- **HSC**- (Higher Secondary Certificate)
Savar Cantonment Public School & College
GPA- 4.80
Group: Business Studies
Passing Year-2006
- **SSC**- (Secondary School Certificate)
Savar Cantonment Board High School
GPA- 4.69
Group: Business Studies
Passing Year- 2004

Computer Expertise

Operating System: Windows 7, Windows Vista and Windows XP. (Installation & operation)
Efficiency fields: MS Word, MS Excel, Power Point Presentation & Internet.
Graphics efficiency: Adobe Photoshop, Adobe Illustrator & Picasa Photo software.

Language Skill

I am able to speak, write and listen proficiently in both **English & Bengali**.
I also can communicate in Hindi at a medium level.

Special Skills & Attributes

- I have the capability to communicate with known and unknown people well based on need.
- I think I am dynamic as I am able to work efficiently both in separate and in-group condition. Competency to work smoothly and proficiently during stress or difficulty is my good side, I think.

Experiences Gathered and Extracurricular activities

- Working at **Kazal Brothers Ltd** as a Senior Writer & Publishing Coordinator since July 2010.
- Worked at **Panjeree Publication Ltd.** from March 2008 to June 2010 as an Expert Writer and Proof Reader.
- Information Admin of **Dhaka University Humanist Movement Association.**
- Organizer & Coordinator of **Humanist Children Education Project** at DU campus.
- Member of **Zahurul Haque Hall Debating Society.**
- Vice-President (Communication & Admin.) of **Zahurul Haque Hall Accounting Family.**

Personal Profile

My full name : **Mrida Md. Saiful Islam**
Father's name : Mridha Md. Nurul Islam
Mother's Name : Shamim Ara Begam
Permanent Address : Village: Faridpur, Post Office: Telihaty, Thana: Sreepur,
District: **Gazipur.**
Present Address : 147 - Zahurul Haque Hall, Dhaka University, Dhaka-1000.
Date of Birth : 12/12/1989 (According to the Certificates)
Religion : Islam
Marital Status : Single
Blood Group : 'A'- positive
Hobbies : Photography, drawing, article writing, teaching and tourism.

References

- | | | |
|--|---|--|
| 1. Fahad Ahmed Momtazi
Lecturer
Institute of Modern Language
University of Dhaka
01911-062525 | 2. Sumi Saha
Management Trainee
R&D, Business Studies Dept.
Panjeree Publication Ltd.
01717-236203 | 3. Jamiar Rahman
Management Trainee
Business Studies Dept.
Kazal Brothers Ltd.
01911-641749 |
|--|---|--|

Affirmation

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the concerned organization to verify the information provided in this resume.

Mrida Md. Saiful Islam

Date: