

# ***Resume*** ***Of*** **Sifatullah Shawon**



**Email Address: *sifatullahshawon81@gmail.com***

Uttara, Sector 10  
Road#9, House#22

**Cell: +8801303132044**

## ***Career Objectives:***

To work in a challenging environment with a scope of future progress, applying my academic knowledge and capability. I would like to welcome the opportunity to work as a part of dynamic working team where I can make significant contribution while developing my skills yet further.

## ***Experience***

**Accounts Officer**  
**Ruhani Fabrics**

**Uttara Model Town, Dhaka**  
**2018 to 2019**

- Managed financial information, coordinating with other accounting staff.
- Processed information quickly and efficiently.
- Reviewed documents and input information accordingly, ensuring all information was accurate.
- Identified and fixed accounting mistakes on all forms.

**Executive Officer**  
**Sailor Info Tech Limited**

**Uttara Model Town, Dhaka**  
**2020-Present**

- Developed and implemented policies and procedures, short- and long-range goals, objectives and plans.
- Planned new services that generate additional sources of profitable revenue.
- Identified, recommended and implemented ideas in planning, and performance improvement activities.

### *Educational Qualifications:*

#### **Bachelor of Arts**

Name of Institution : Sreepur Muktijoddha Rahmat Ali Government College  
Subject : Political Science  
Result : CGPA-2.81  
Year : 2019

#### **Higher Secondary Certificate (H.S.C)**

Name of Institution : Bormi Degree College  
Group : Business Studies  
Result : 2.41  
Passing Year : 2014  
Board : Dhaka

#### **Secondary School Certificate (S.S.C)**

Name of Institution : Bormi Bazar High School  
Group : Business Studies  
Result : 3.81  
Passing Year : 2012  
Board : Dhaka

### *Personal Information:*

**Name : Sifatullah Shawon**  
**Father's Name : Md Alauddin**  
**Mother's Name : Sharmin Sultana**  
**Date of Birth : 05/08/1997**  
**Sex : Male**  
**Religion : Islam**  
**Marital Status : Unmarried**  
**Nationality : Bangladeshi**  
**Present Address : House-22, Road-9, Sector-10, Uttara Model Town.**  
**Permanent Address : Bormi, Sreepur, Gazipur.**  
**Blood Group : B+**

### *Language Proficiency:*

**Bangla** : Reading, writing & speaking.  
**English** : Reading, writing & speaking.

### *Computer Skills:*

Computer Fundamentals with M.S Word, PowerPoint, M.S. Excel, Photoshop, Illustrator.

### *Additional Qualities:*

- Hardworking
- Dedicated
- Punctual

### *Declaration:*

I do hereby declare that all the information given above is true and correct to the best of my knowledge.

*Sifatullah Shawon*

*Date 02/09/2021*