

RESUME OF MD SHAIALAM



MD SHAIALAM

Address : Brammanbauga, Mohajampur, Sonargoan, Narayanganj
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Career Objective:

Building up an excellent career in a reputed organization where a strong sense of responsibility, efficiency and willingness to learn and grow are valued characteristics.

Career Summary:

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal. A customer oriented, multitasking fresher with BBA degree in HRM. Excellent in understanding and analyzing the human behavior.

Special Qualification:

Flexible and Innovative. Strong analytical & problem solving skills. Self-motivated, self-confident & quick learner. Ability to work with teams as well as individually. Goal oriented, positive and supportive. Converting innovating ideas to design.

Employment History:

Total Year of Experience : 3.2 Year(s)

Executive (June 23, 2020 - Continuing)

Roxy Paints Limited

Company Location : Brammanbauga, Mohajampur, Sonargoan, Narayanganj
Department : Inventory and Store

Duties/Responsibilities:

Stock Maintain, Software maintain, Created GRN, Packaging and Raw materials Maintain.

Operator (October 20, 2019 - June 25, 2020)

Golden Harvest InfoTech Limited

Company Location : Mohakhali, Dhaka
Department : Ukraine & Russian (BMD)

Duties/Responsibilities:

Birth, Marriage and Death Data Entry, Data analyses and Data processing etc.

Sales Executive Showroom (May 10, 2019 - August 31, 2019)

TVS Auto Bangladesh

Company Location : Plot 3/a, Darus Salam Road, Section 1, Mirpur, Dhaka
Department : Sales Department (Official Showroom)

Duties/Responsibilities:

Communication with Customers, Customers convinced, Customers with follow-up. Monthly target Full filled, Data Entry, etc.

CPM Officer (July 16, 2018 - March 31, 2019)

E zone HRM Limited Deputed by bKash Limited

Company Location : Mohakhali, Dhaka, Bangladesh
Department : SESP Project

Duties/Responsibilities:

Student scholarship MIS management. Maintain all kinds of information about Membership. Maintain Service quality. Maintain large no of customer's service in the rote level people. Collecting market information & maintain in the time potential customer.

Internship (December 27, 2017 - March 27, 2018)

Bank Asia Limited

Company Location : Tarail Bazar, Tarail, Kishoreganj
Department : General Banking, Customer Service and Others

Duties/Responsibilities:

Work in general banking division such as new account opening, card and check book delivery related issues. Work in foreign remittance payable related issues. Maintain all kinds of loans and advance related work.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in Software Application	Diploma in Software Application	Kishoreganj Computer Training Centre	Bangladesh	Kishoreganj	2018	3 Month`s
Chartobondhu Orientation	Help for poor Students in study	BRAC	Bangladesh	Karimganj, Kishoreganj	2014	1 year

Language Proficiency:

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

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas. Year	Duration	Achievement
Master's of Business Administration (MBA)	Management	Green University of Bangladesh	Runing	Runing	1 Year	Higher education, Good learning, Writing, Speaking and good behavior and others qualifications.
Bachelor of Business Administration (BBA)	Human Resource Management	Ishakha International University Bangladesh	CGPA: 3.07 out of 4.	2017	4 Year	Same too
HSC	Business Studies	Karimganj College	CGPA: 4.3 out of 5.	2013	2 Year	Same too
SSC	Business Studies	Karimganj Pilot Boy's High School	CGPA: 3.19 out of 5.	2011	5 Year	Same too

Career and Application Information:

Preferred Job Category : Bank/Non-Bank Fin. Institution, General Management/Admin, Others, Other Special Skilled Jobs

Looking For : Entry Level Job

Available For : Full Time

Present Salary : Tk. 18,000

Expected Salary : Tk. 30,000

Preferred District : Anywhere in Bangladesh.

Preferred Country : Bangladesh

Preferred Organization Types: Banks, Manufacturing (FMCG), Govt. / Semi Govt. / Autonomous body, NGO, Trading or Export/Import, Multinational Companies, Garments, Buying House, Tobacco, Automobile, Cement Industry, E-commerce, Paints Industries.

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">General BankingQuality Assurance/Quality ControlSales & MarketingInventory Management.	Team Player, Work well under pressure and exhibits excellent communication skills and others.

Extra-Curricular Activities:

Keen to interest in reading, Writing, Creative Thinking, Traveling, Playing Sport and Cultural Program.

* Teaching of Choching Center (Education Power Choching Center), Time Duration: 3 Years.

* Organize various cultural and idea generation programs at IIUB-(2015, 2016, 2017).

* I am participate in two days long workshop on seminar (Microsoft Word) August 23-24,2017. Time- 2 pm. to 5 pm. Institution - IIUB.

* I am participate in workshop on (CV Writing & Career Planning) October 31, 2017. Time - 2 pm. to 5 pm. Institution - IIUB.

Personal Details:

Father's Name : Md Mojlu
Mother's Name : Nurjahan
Date of Birth : April 4, 1995
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 6412015718
Religion : Islam
Permanent Address : House/Holding: 590, Vill/Road: Chanpur, Gozadiya, PO: Namapara-2310, PS: Karimganj, Dist.: Kishoreganj
Current Location : Brammanbauga, Mohajampur, Sonargoan, Narayanganj

Reference (s):

Reference: 01

Rezaul Huda Biswas

Roxy Paints Ltd

Asst. Manager, Inventory

Brammanbauga, Mohajampur, Sonargoan, Narayanganj

Phone No : 01718-667987

E-mail : Taneem.lu.bd@gmail.com

Relation : Professional

Reference: 02

Dr. Manish Sarker

Ishakha International University Bangladesh

Ass. Professor and Head of Businesses Administration

Nilganj Road, Sholakiya, Kishoreganj

Phone No : 01622-878700

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E-mail : manishishakha2015@gmail.com

Relation : Academic

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Signature

Date:-