

# Md Ashiqul Islam

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LinkedIn | Upwork | <https://aashiqul.github.io/resume/>

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Result-oriented branch manager with over 4 years of experience who has an effective track record of delivering the right service, to the right consumers, and at the right time. Being organized, process-driven, and proactive, I can multi-task without losing focus on the company's requirements and goals.

## Core Competencies

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|-------------------------|-----------------|-----------------|
| • Good Customer Service | • Leadership    | • Budgeting     |
| • Problem-Solving       | • Teamwork      | • Reporting     |
| • Multi-Tasking         | • Communication | • Multi-Tasking |

## Technical Skills

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|--------------|-------------|--------------------|
| • Excel      | • PHP       | • Gbanker          |
| • MS Word    | • MySQL     | • Quickbooks (QBO) |
| • PowerPoint | • WordPress | • Office 365       |

## Experiences

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Branch Manager  
Buro Bangladesh

January 2019 to Present

- Organized and ensure the safety of official documents, circulars, and assets.
- Forecasting daily money inflows, and outflows, and reconciling bank transactions.
- Preparing weekly, and monthly financial reports including Balance sheets, P&L, and Operational Reports.
- Train the employees to enhance capacity.
- Auditing, monitoring, and verifying daily accounting records.
- Attending meetings and communicating with senior management to understand priorities and strategic focus

Junior Executive - Admin  
Jingda Printing Machinery Co. LTD

January 2018 to December 2018

- Maintain and updated employees' personal files, and leave registers.
- Arranged meetings, received guests, and ensure better hospitality.

## Achievements

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- Reduce working hours and operational costs by developing 2 web applications.
- I was awarded as a **TOP-RATED** freelancer by [Upwork](#).

## Training Summary

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- Foundation Training Course for Manager 2018  
CHRD-Buro Bangladesh - 10 Days  
Topics: Reporting, Leadership, Accounting
- Digital Marketing Certification 2021  
Google Digital Garage - 26 Modules  
Topics: All About Search Engine Marketing
- Management Skills for Administration Professional 2017  
BDJOBS– 8 Hours  
Topics: Duties of an Admin

## Education

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- PGD in - Human Resource Management 2018  
Bangladesh Institute of Management CGPA 3.29 (Scale 4.00)
- Master of Business Studies – Management 2012  
Govt Titumir College Second Class
- Bachelor of Business Studies - Management 2011  
Govt. Titumir College Second Class
- Higher Secondary SchoolCertificate–Business Studies 2007  
Govt. Tongi College GPA 3.30 (Scale -5.00)
- Secondary School Certificate–Business Studite 2005  
Civil Aviation High School GPA 3.25 (Scale -5.00)

## References

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- Md. Zahidul Islam  
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