

# CURRICULUM VITAE

## MD. RASHEDUL ISLAM

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## CAREER OBJECTIVE:

I expect to work with an organization where I shall be able to expose myself to every opportunity through a quality and growth-oriented job. The working environment should allow me to understand my own values and provide me with a dynamic and challenging career and there is an opportunity to work with passion. I am enjoying hard working activities.

## EMPLOYMENT HISTORY:

**Total Year of Experience:** 2 Years 11 Months

**Officer Purchase & Store (December 2016–August 2019)**  
***Coventina Lake Suites (Concern of Opex & Sinha Group)***  
***Company Location: Gulshan, Dhaka.***  
***Department: Purchase & Store***

**Intern (September 15, 2016 – December 15, 2016, Coventina Lake Suites (Concern of Opex & Sinha Group) Company Location: Gulshan, Dhaka**  
***Department: Accounts***

## DUTIES/RESPONSIBILITIES:

- Maintain records of goods ordered and received;
- Prepare and process requisitions and purchase orders for supplies and equipment,
- Control purchasing department budgets
- Analyze market and delivery systems in order to assess present and future material availability
- Develop and implement purchasing and contract management instructions, policies, and procedures
- Represent companies in negotiating contracts and formulating policies with suppliers
- Review, evaluate, and approve specifications for issuing and awarding bids
- Prepare bid awards requiring board approval
- Administer on-line purchasing systems
- Arrange for disposal of surplus materials
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents
- Working with bookkeeping software
- Handling sensitive or confidential information with honesty and integrity

### SPECIALIZATION:

<b><i>FIELDS OF SPECIALIZATION</i></b>	<b><i>SKILLS</i></b>
<ul style="list-style-type: none"><li>• <i>Purchase &amp; Store</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Socially adept</i></li><li>• <i>Good with numbers</i><ul style="list-style-type: none"><li>• <i>Able to provide quality leadership to a large team of sales people</i></li></ul></li></ul> <p><i>Proficient in the use of Computer, Effective in maintaining good communication with others.</i></p>

### ACADEMIC QUALIFICATION:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration	Achievement
<b><i>MBA</i></b>	<b><i>Finance</i></b>	<b><i>Northern University, Bangladesh.</i></b>	<b><i>3.46</i></b>	<b>2018</b>	<b>1 Years</b>	
<b><i>BBA</i></b>	<b><i>Finance &amp; Marketing</i></b>	<b><i>Northern University, Bangladesh.</i></b>	<b><i>3.86</i></b>	<b>2016</b>	<b>4 Years</b>	
<b><i>HSC</i></b>	<b><i>Business Studies Group</i></b>	<b><i>Shishu Kunja School &amp; College (Jessore Board)</i></b>	<b><i>4.5</i></b>	<b>2012</b>	<b>2 Years</b>	
<b><i>SSC</i></b>	<b><i>Business Studies Group</i></b>	<b><i>Gobindapur Secondary School (Jessore Board)</i></b>	<b><i>4.31</i></b>	<b>2010</b>	<b>N/A</b>	

### LANGUAGE PROFICIENCY:

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

### COMPUTER LITERACY

Microsoft Office works (especially in Word, Excel, PowerPoint & Outlook), Software and hardware installations and internet communications.

### EXTRA-CURRICULAR ACTIVITIES

- ❖ Participated & winner of cricket/football championship.
- ❖ Volunteer in CS festival held on NUB (Northern University of Bangladesh)
- ❖ Organizing promotional offer in Coventina Lake Suites;
- ❖ Organizing member of many day related program;
- ❖ attended on NUB student's fair 2014 & I had been selected as a best performer. I have also selected as a second performer at the fruit's fair of rabindra-nazrul jayanti, 2015.
- ❖ Attended seminar on "Career Development" facilitated by Pran-RFL group & "Youth leadership in the context of corporate culture" facilitated by Syed Hassan Anupom (Head of HR, Coventina lake suites).
- ❖ Has participated & successfully completed professional Mind Training "Unleash The Power Within" conducted by Silva Bangladesh.

## PERSONAL SKILLS

- Designing and delivering attractive presentation using MS PowerPoint.
- Preparing, sorting, editing and searching of database using MS excel.
- Self-motivated, hard-working and disciplined. Also, able to work under stress. Ability to co-ordinate among team members, motivate team members as a team leader with multi-tasking leadership ability.

## PERSONAL INTEREST

- ❖ Listening Music
- ❖ Playing Cricket, Soccer
- ❖ Visiting Place
- ❖ Reading Books
- ❖ Watching Movies

## PERSONAL DETAILS:

Father's Name	:	Md. Abu Bakar
Mother's Name	:	Rebeka Begum
Date of Birth	:	January 15, 1994
Gender	:	Male
Marital Status	:	Married
Nationality	:	Bangladeshi
National Id No	:	8202504166
Religion	:	Islam-Sunni
		Vill: Jalsuka, Post: Khulumbaria, Tha: Shailkupa, Dist:
Permanent Address	:	Jhenidah
Current Location	:	Ka-23/E, Nadda Sarkar bari, Dhaka – 1212, Bangladesh

## REFERENCE (S):

Name	:	<b>Ms. Benazir Rahman</b>
Organization	:	NORTHERN UNIVERSITY BANGLADESH
Designation	:	Senior Lecturer & Coordinator BBA Program
Address	:	Middle badda, Dhaka – 1214
Contact Number	:	+880-1670167813
Relation	:	Teacher
Name	:	<b>Syed Rabbin Noor (Shoummo)</b>
Organization	:	Coventina Lake Suites
Designation	:	Department Head, HR
Address	:	H-28, R-113, Lake Side Drive, Gulshan-2, Dhaka-1212
Contact Number	:	+880-1972017802
Relation	:	Colleague

I am self-confident and positive, willing to accept responsibility, performing accordingly and able to work in teams, as well as individually and capable of maintaining effective communication.



***RASHEDUL ISLAM***