

CURRICULUM VITAE
OF
SM TAUFIQUL ISLAM

Uttar Badda, Dhaka-1212.

Cell phone – +88-01611-771299

+88-01711-730247

Email: - taufiqul46@gmail.com



CAREER OBJECTIVE

To work in challenging environment with a scope of a future progress, I would like to welcome the chance to work as a part of a dynamic team where I could make a significant contribution while developing my skills yet further.

EMPLOYMENT HISTORY

1. Senior Executive, Admin Affairs (November 15, 2016 - Continuing)

Premier School Dhaka [English Medium, PG - A Level]

Company Location: Plot No. 30, Road No. 19, Sector No. 14, Uttara Model Town, Dhaka-1230.

Department: Administration.

Expected Salary/Remuneration: BDT. 30,000-39,000/=

Duties/Responsibilities:

1. Office management.
2. Transport Management (Only For Students).
3. Handling ID card issues.
4. Arrange meeting and other official programs as per schedule.
5. Monitoring and counseling regarding the work of Support Staff.
6. Maintain daily attendance, leave record & Roster of Maids, Peons & Security Guards.
7. Assist in monitoring safety, security and cleanliness of the premises including conducting regular inspections of the office premise.
8. Monitor and control proper housekeeping, Fire safety and Security Management.
9. Managing vendors and issuing of necessary orders.
10. Assist in providing meeting/training support and facilities management
11. Event management & School-Outing.

12. Maintaining inventory of all administrative resources received and assisting in procurement activities.
13. Collect all kinds of Documents from British Council.
14. Maintain liaison with Govt. and Non Govt. Organization.
15. Provide relevant Administrative support including Office Utilities and Logistics arrangements.
16. Lift, Generator and AC management.
17. Repair & Maintain of all Fixed Assets.
18. Managing general store activities
19. Preparing material requisition on a monthly basis and ensuring timely deliveries.
20. Maintain recruitment and selection related such as CV shortlisting, interview invitation and Job posting.
21. Support for smooth functioning of HR related work.
22. Making seat plans for New Joiners prior to joining.
23. And any other task assigns by the Management.

2. Executive, Administrative. (January 5, 2016 - November 14, 2016)

Munshi & Associates.

Company Location: 17/2, Purana Paltan, Zaman Tower, floor -10, Dhaka 1000.

Department: Administrative.

Duties/Responsibilities:

1. Maintain liaison with the Clients & Collection legal documents as per Requirements.
2. Arrange meeting and other official programs as per schedule.
3. Maintaining inventory of all administrative resources received and assisting in procurement
4. Maintain liaison with Govt. and Non Govt. Organization.
5. Provide relevant Administrative support including Office Utilities and Logistics arrangements.
6. Managing general store activities.
7. And any other task assigns by the Management.

ACADEMIC ATTAINMENT

1. Post Graduate Diploma in Human Resource Management (PGDHRM):

Institute Name : Bangladesh Institute of Management (BIM)
Discipline Name : PGDHRM
CGPA : (Running)

2. Master of Laws (LL.M.):

University Name : Southeast University (SEU)
Discipline : Law & Justice
CGPA : 2.90 (Out of 4.00)
Year of Passing : 2015

3. Bachelor of Laws (LL.B.):

University Name : University of Development Alternative (UODA)
Discipline : Law & Human Rights (LHR)
CGPA : 3.12 (Out of 4.00)
Year of Passing : 2014

4. Higher Secondary Certificate (H.S.C.):

Name of the College : Tejgaon College, Dhaka.
Discipline : Commerce.
CGPA : 3.30 (Out of 5.00)
Year of Passing : 2010

5. Secondary School Certificate (S.S.C.):

Name of the School : Raripara Secondary School, Khulna.
Discipline : Commerce.
CGPA : 2.56 (Out of 5.00)
Year of Passing : 2008

COMPUTER LITERACY

- ☐ Microsoft office (MS-Word, MS- Excel, MS Access, MS- Power Point).
- ☐ Capable of maintaining of internal and external communication through E-mail Capable of Meeting of specific information needs through internet searching.
- ☐ I know how to create Payroll/Salary Sheet.

COMMUNICATION SKILLS

- ☐ Bangla : Sound both in written and spoken.
- ☐ English : Sound both in written and spoken.

MY APTITUDE

- ☐ Ability to work with good creative thinking.
- ☐ Good Inter Personal Skill.
- ☐ Sincere for the assigned work.

TRAINING

Dhaka judge Court, Law and Justice, Duration: Four Months (2014), Awarding by UODA.

PERSONAL INFORMATION

Father's Name : S. M. Golam Mostafa
Mother's Name : Late Jakia Nesa
Home District : Jessore
Date of Birth : 15 August 1992
Marital Status : Married
Height : 5'7
Blood Group : B+
Sex : Male
Religion : Islam
Nationality : Bangladeshi by birth

REFERENCES

Reference: 1

Name: S. M. Aminul Islam
Organization: Bangladesh Army
Designation: Major
Mobile: 01616-666777
E-Mail: amin6883@yahoo.com

Reference: 2

Name: Hyder Faruque
University of Development Alternative
Associate Professor and Deputy Registrar
Mobile: 01715-144732
E-Mail: hyderfaruque@gmail.com

I certify to the best of my knowledge that the information given on this paper is correct.