

## *Resume Of*

### **SIKDER TARIQUL ISLAM**

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### **Career Objective:**

Interested in associating with reputed company to helping Legal drafting, company affairs, Labor laws, Commercial laws and other legal issues assigned by the company. Seeking more challenging role in similar environment to make optimum utilization of knowledge.

### **Career Summary:**

Focused, confident and committed Legal- Executive. Interested in associating with reputed company to helping Legal drafting, company affairs, Labor laws, Commercial laws and other legal issues assigned by the company. Seeking more challenging role in similar environment to make optimum utilization of knowledge and rules of the legal system for professional growth and contribute the best for the betterment of the company.

### **Special Qualifications:**

One year working experience as an apprentice lawyer in Dhaka Judge Court.  
Field experience of Market Audit, Dues recovery, and Legal issues.  
LL.B & LL.M - University of Barishal.

### **Employment History:**

#### **1. Executive- ( Legal Affairs)**

(July, 2020 - Continuing)

**Kumudini Welfare Trust of Bengal (BD) Ltd**

74 Gulshan Avenue, Dhaka-1212

#### **Duties/Responsibilities**

1. Represent and defend cases before the court on behalf of company.
2. Drafting various necessary legal documents required for the company.
3. Follow up case update.
4. Assist Legal Adviser to file suit.
5. List and details of Cases, & pursue with advocates for settlements, including outside court settlement.

6. Take the necessary steps discussion with the management if any client did not pay the bill on time.
7. Communicating with the government office for the legal issues.
8. Visit to competent Authorities for documentations, follow up and keeping the record of the same.
9. Submission the documents to the bank for the collection of bills.
10. Report to the authority about the recovery status.
11. Assigned any other task by management.

## **2. Legal & Recovery Officer**

(March, 2019 - June, 2020)

### **Hong Yong International Limited**

Uttara, Dhaka

#### **Duties/Responsibilities**

1. Follow up case update.
2. Drafting various necessary legal documents required for the company
3. Sending collection report to the authority.
4. Submission the documents to the bank for the collection of bills.
5. Communicating with the government office for the legal issues.
7. Make plan for collection of dues.
8. Report to the authority about the recovery status.
9. Any other task as per instruction of the Management.

## **Academic Qualification:**

<b>Exam Title</b>	<b>Concentration/Major</b>	<b>Institute</b>	<b>Result</b>	<b>Passing Year</b>	<b>Duration</b>
Master of Law (LL.M)	International Law	University of Barishal	CGPA:3.07 out of 4.00	2018	1 Year
Bachelor of Law (LL.B)	Law	University of Barishal	CGPA:3.14 out of 4.00	2017	4
H.S.C	Business Studies	Khalilur Rahman Degree College	GPA:4.60 out of 5.00	2013	2011-12
S.S.C	Business Studies	Dariala Kachna Kushla Secondary School	GPA:5.00 out of 5.00	2011	2009-10

## Training Summary:

Training Title	Topic	Institute	Country	Location	Year
VAT & TAX Law	VAT & TAX Act	University of Barishal	Bangladesh	Barishal	2019
International Business Law	Letter of Credit (L/C)	University of Barishal	Bangladesh	Barishal	2019

## Professional Qualification:

Certification	Institute	Location	From	To
Computer Office Management	Rupatoli Computer Training Center	Barishal	January 1, 2018	June 30, 2018

## Career and Application Information:

Preferred Job Category: Bank/Non-Bank, Financial Inst. Audit/Recovery, Law/Legal

Preferred District: Anywhere in Bangladesh

## Specialization:

Field Specialization	Description
Computer Office Management	1. Microsoft Word, Microsoft Excel, 2. Microsoft Power Point, 3. Troubleshooting, 4. Internet Browsing, Mailing etc.

## Language Proficiency:

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

## Personal Information:

Father's Name : Sikder Rezaul Karim  
Mother's Name : Samironnesa  
Date of Birth : December 21, 1995  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
National Id No. : 5106062424  
Religion : Islam  
Permanent Address : Dariala, Dariala, Mollahat, Bagerhat 9382  
Current Location : Dhaka  
Blood Group : A+

## Reference:

Name : Shikder Milon Hossain  
Organization : Al Noor Group  
Designation : Manager  
Address : Dhanmondi, Dhaka  
Mobile : 01712294982  
E-Mail : milon83@gmail.com  
Relation : Family Friend

The information above is true.

*Sikder Tariqul Islam*

Signature