



FAYSAL SARKER

CONTACT INFO

+880 1795545494



+880 1518645912



H-200, North Goran,
Khilgaon, Dhaka-1219



faysalhasan302@gmail.com

ABOUT ME

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas. Honest, loyal & blood donor. Love to listen music, play Cricket and Travel.

TRAITS & SKILLS

1. Good managerial skills, Team player, Communication.
2. Proficient in MS **Word, Excel, PowerPoint.**
3. Experienced in statistical analytical tools such as **SPSS.**
4. Facebook marketing.

Interested to work in Department such as **Marketing, Supply chain, General Admin, Finance.**

CAREER OBJECTIVE

To Strive for excellences and obtain a position of responsibilities that will enhance my knowledge and career as well as to obtain a position where I may apply educational learning, team work along with interpersonal Skills.

WORK EXPERIENCE

Executive, Admin & marketing

Textrade Corporation | Jan-2019 to Jan2020.

Job Responsibility:

- Looking after general admin, maintaining Payroll.
- Helping CEO in regards of L/C. & back-to-back L/C documentation.
- Making arrangement for Chinese service engineer.
- Helping Company's Advocate in regards of VAT &Tax.
- Keeping communication with customer for their spare Parts, servicing need.
- Making marketing report based on data provided by Marketing team.

EDUCATION QUALIFICATION

IBA, Jahangirnagar University

Masters of Business Administration

(MBA) | Finance &Marketing |

2018-19 | Result: 3.58 out 4.0

Titumir College under Dhaka University

Bachelor of Business Administration

(BBA) | Management |

2011-15 Result: 3.15 out 4.0

Govt. Laboratory School & College

Higher Secondary School Certificate (HSC) |

2011 | Result: 4.30 out of GPA 5.00.

Narayanpur popular high School

Secondary School Certificate (SSC) |

2009 | Result: 4.13 out of GPA 5.00.

LANGUAGE PROFICIENCY

Good at speaking & writing in Bengali & English.

Extra-Curricular activities:

- Playing cricket & football.
- Member of IBA-JU MBA club.
- Actively Participated in debating.
- Active in Blood donating group.

<u>REFERENCES</u>	<u>PERSONAL INFORMATION</u>
MD.Shaidullah Managing Director, S.S.International. H:427,R:30,Mohakhali DOHS,Dhaka-1212, Bangladesh. Cell:01912114594. E-mail:s.sintel.bangal.net DR. K.M.Zahidul Islam professor, IBA-Jahangirnagar university. Cell: 01915496534. E-mail: kmz@juniv.com	Father's Name : Aliullah sarker Mother's Name : Samsunnahar Begum Date of Birth : 15-05-1993 Nationality : Bangladeshi Religion : Islam Marital Status : Unmarried NID : 19931317634000048 Blood Group : B+ Permanent Address : Village: Beloty , Post: khadergaon, Thana: Matlab(S),District: Chandpur.

I hereby, declare that the information I provided in this CV is genuine and authentic as per my knowledge. I take full responsibility of these statements and will be subject to decisions that the concern authority makes if any of this information is proven to be wrong or incorrect.

FAYSAL SARKER