

SAKIB MOSTAFA

MANAGEMENT TRAINEE OFFICER



CONTACT

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+8801913362890

Present Address: House: 04, Road: 02,
Block: D, Banasree, Rampura, Dhaka-1219.

Permanent Address: Village: Berpara,
Post: Haripur, P/S: Paba, Rajshahi-6201.

Linkedin: linkedin.com/in/sakib-mostafa-
182515154

Facebook: facebook.com/sakib.mostafa.549

SKILLS

Problem Solving
Adaptability
Collaboration
Strong Work Ethic
Time Management
Critical Thinking
Handling Pressure
Leadership
Tally ERP 9

SOCIAL WORK

Advisory of সুবর্ণ রক্ত দান সংস্থা (Suborno
Blood Donation Organization)

Facebook Link:
facebook.com/groups/467771660392317/

EDUCATION

M.B.A / Finance

IBA, University of Rajshahi, 2014–2017
CGPA-3.76

Theses: Credit Management of RAKUB.

Member of IBA student club

B.B.A / Finance & Banking

International Islamic University
Chittagong (IIUC), 2009–2014
CGPA-3.58

Theses: Efficiency Measurement of
Pharmaceutical Industry in Bangladesh.

Secretary of YBF, Member of BSHRM

RESUME OBJECTIVE

Enthusiastic Management Trainee Officer with expertise in anticipating professional needs and proactively identifying and resolving problems. Bringing proven ability to promote organization and availability through effective schedule development. Excellent customer service and conflict management skills. Meticulous Management Trainee Office (Cash & Inventory) with advanced accounting, mathematical and ERP expertise. Successful at keeping accounts current and accurate for compliant financial recordkeeping. Well-organized, diligent and focused professional.

EXPERIENCE

MANAGEMENT TRAINEE OFFICER (CASH & INVENTORY)

Kazi Farms Group, Hotapara Farm / May 2018 – July 2019

☺ After joining I was able to find out unnecessary cost line and omitted it (local consumer sopping for the Farm).

- Prepare monthly reports (Cash closing report, Inventory report, Employee attendance report, Sales report, Local purchase report).
- Forecast monthly & yearly budget for the farm and ensure budget presentation.
- Check and review all Bills/Invoices related to payment.
- Ensure that the invoices are processed with all necessary supporting documents in compliance with policies and procedures.
- Posting the entries into the Accounting Software (ERP) in different modules.
- Prepare Salary statement and disbursement salaries to the farm employees.
- Maintain pretty cash in accordance with the policies
- Preparing sales order & sales invoice for the farm.
- Receiving Material and ensure proper allocation of material.
- Maintain physical inventory by using bin cards & in ERP for the Hotapara Farm.

OFFICE EXECUTIVE

Elite Force Security Service, Baridhara, Dhaka / Oct 2017 – Apr 2017

- Maintain regular communication with the client according to their demand and maintain client statement.
- Provide administrative and logistic support Ensure liaison and coordination with different sectors.
- Send price quotation to the client.
- Provide offer letter to the clients as per requirement.
- Maintain record, Reporting, proper documentation and keeping record.
- Check mail regular basis.

EDUCATION

H.S.C / Science

Rajshahi Model School & College,
Rajshahi 2007–2009

CGPA-3.00

Active Member of Bangladesh National
Cadet Corps (BNCC)

S.S.C / Science

Kholabona Dakhil Madrasha, 2006–2007
CGPA-4.58

Member of Prottoy Shilpi Gusty (Junior
Debate Competition Club)

CERTIFICATION

Tally ERP 9 training program
certificate from Udemey.

Useful Excel for beginners from
Ind zara & Udemey

Excel formulas & functions training
certificate from Udemey.

Internship certificate from RAKUB.

Dynamic leadership training
program certificate from IIUC.

Capsule training certificate from
BNCC at college level.

Obtaining 2nd position of national
debating competition certificate at
school level.

PUBLICATION

Title: Estimating Spectral Heart Rate
Variability (HRV) Features with
Missing RR-interval data.

Paper No: 159, I-EEE, 2019,
(Group Publication)

SIGNATURE

Sakib Mostafa



Date:

EXPERIENCE

INTERN

Rajshahi Krishi Unnayan Bank, Rajshahi/ Apr 2017 – Jul 2017

- Maintain regular documentation and provide a smooth customer service.
- Collect and complete applications with all required documents.
- Credit Management

MEDICAL PROMOTION OFFICER (MPO)

Ambee Pharmaceutical Ltd, Dhaka / Jan 2014 – Jun 2014

☞ I was the 1st person who generated Dr. prescription with the name of
Ambee's medicine at that time in my territory (Mohammadpur).

- Promote medicine to the Doctors and Chemists.
- Survey the market palace.

PERSONAL DETAIL

Name	:	Sakib Mostafa
Father Name	:	MD. Gulam Mostafa
Mother Name	:	Sufia Mostafa
Date of Birth	:	28-Dec-1992
Nationality	:	Bangladeshi by birth
Religion	:	Islam
National ID No	:	19928117261000036
Passport No	:	BM0768998
Marital Status	:	Married
Blood Group	:	A+
Driving License No	:	RJ0017935CL0000.

REFERENCES

MD. KHALED SHAIKULLAH (SAIF), Senior General Manager, Elite
Force Security Service Ltd.

+8801841764444 – saif@elitebd.com – Former Manager –
Professional.

MD. SHARIFUL ISLAM, Associate Professor, Institute of Business
Administration (IBA), University of Rajshahi.

+880178878740 – sharifjibs@gmail.com – Former Teacher –
Academic.

BIPASA ISLAM, Senior Finance Officer, CARE Bangladesh, Cox's
Bazar Field Office.

+8801774563939 – Bipasa.islam@care.org – Relative.