

## PERSONAL INFORMATION



## MD. MAHFUJUL ISLAM

📍 740 Shanti Niketon Road, Uttarkhan, Dhaka,  
☎ +8801766606872  
✉ mahfuj.rbi@gmail.com

Date of Birth : 08/07/1992  
Marital Status : Single  
Nationality : Bangladeshi  
Known Languages : Bangla, English, Urdu

## CAREER OBJECTIVE

To have a career where I can be my best at work, society and family at a same time.

## EDUCATION

### Jagannath University

M.B.A (Marketing)  
CGPA: 3.00 Out Of 4

Year Of Passing: 2016

### Jagannath University

B.B.A (Marketing)  
CGPA 3.04 Out Of 4

Year Of Passing: 2014

### Shafiuddin Sarker Academy & College

H.S.C (Business Studies)  
CGPA 4.7 Out Of 5

Year Of Passing: 2009

### Kanchkura High School

S.S.C (Science)  
CGPA 4.31 Out Of 5

Year Of Passing: 2007

## EXPERIENCE

### Ziska Pharmaceuticals Ltd (Gazipur Factory)

*December 2020 - Still Working*

Officer, Administration & Accounts

- Cash Management.
- Checking Bills and Challans Of Construction project.
- Preparing Vouchers For Factory Expenditure.
- Preparing Daily Financial Statement.
- Warehouse Operation.
- Overtime Management.

### Ziska Pharmaceuticals Ltd (Sylhet Depot)

*July 2019 - November 2020*

Officer, Accounts & Sales Admin

- Receive Cash/Cheque/DD/PO from sales force
- Update market credit status based on credit recovery
- Make daily Journal & financial statement
- Check expenses against budget controls
- Manage payroll operations for team of over 100 employees
- Sales administrative & support task such as invoice, work order, sales report & general administrative tasks.

## TECHNICAL SKILLS

- ERP
- MS Office Word, Excel, Power Point

## PROJECTS

### New Warehouse Lunching Project (Ziska Factory)

*1 Month*

Transfaring Raw materials, Finished Goods and Other items from old warehouse to new 10 story warehouse and establishing the operational syatem.

## INDUSTRIAL EXPOSURE

Pharmaceuticals

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**INTERESTS**

- Science and Technology
  - Geo Political & Religious History
  - People & Culture
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**ACTIVITIES**

- Volunteer For Business Club Department of Marketing, Jagannath University.
  - Volunteer For blood donors organisation "Badhon".
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**REFERENCE****MD. Mahmudul Islam - "Bangladesh Police "**

Additional Superintendent of Police  
01710228985

**Mst. Suraia Afrin - "Bangladesh Bank"**

Joint Director  
01718019289

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**Q&A**

1. Why I applied to Honda and why I think my self as an outstanding candidate for this Job?

Answer:

I am interested to work at Honda because it will open the door of vast learning opportunity and a very good working environment.

I have worked as an "Accounts & Sales Administrative Officer" for 1.5 years and currently working as an "Accounts & Administrative Officer". I am well versed in using ERP & MS office programmes. Moreover, I have completed B.B.A and M.B.A majoring Marketing. I believe these first hand working experience combined with educational background make me an outstanding candidate for this Job.

2. Driving license status:

I dont have a driving license.

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**DECLARATION**

I do thereby declare that the above information is true and correct to the best of my knowledge.



**MD. MAHFUJUL ISLAM**