

26th March, 2021
HR Manager
Corporate Office
Monem Business District, East Tower (10th floor), 111,
Bir Uttam C. R. Dutta Road, Karwanbazar, Dhaka – 1205

Dear Sir/Madam

Ref : www.bdhonda.com – Career.

I am writing to apply for the post of **Executive - Sales Admin** which I saw on the website of Honda company. I have enclosed a copy of my resume and would be grateful if you consider my application.

I am currently studying Masters last year in Accounting at the Mohammadpur Kendriya College and had worked **VISION 2020** as Junior Accountant & currently working at **HUE AND CHEM** as an Accounts Officer. Honda is a place where I can grow and learn. I am interested in this position as I enjoy working with the people. I am able to learn and adapt quickly to new tasks.

Thank you for considering my application. I would be grateful for the opportunity to discuss the position further.
Your sincerely

Samiul Shahi

01323-584934

Resume of SAMIUL SHAHI

Mailing Address

Road No: 10, House No: 36/10, PC Culture Housing Society,
Shekhertek, Mohammadpur, Dhaka-1207

Contact No:

01323-584934

E-mail: samiul.shahi02@gmail.com



Objective

To develop a dynamic career and to obtain a responsible, challenging, and growth-oriented position in a field where I can exploit my accumulated know-how and self-motivated potentials optimally to augment performance.

Occupation Experience

- ☐ I am currently working at **HUE AND CHEM** as an Accounts Officer from January, 2021 to till now.
- ☐ I had worked **VISION 2020** as Junior Accountant, from August, 2017 to September, 2020.

Academic Qualification

- **Master of Business Administration (MBA)**
National University of Bangladesh, Gazipur, Dhaka
Major : Accounting
Passing Year : On Going
Institution : Mohammadpur Kendriya University College, Dhaka
- **Bachelor of Business Administration (BBA)**
National University of Bangladesh, Gazipur, Dhaka
CGPA : 2.86 out of 4.00
Major : Accounting
Passing Year : 2017
Institution : Mohammadpur Kendriya University College, Dhaka.
- **Higher Secondary Certificate (HSC)**
GPA : 3.10 out of 5.00
Group : Business Studies
Passing Year : 2011
Institution : Dhaka State College, Dhaka
- **Secondary School Certificate (SSC)**
GPA : 3.31 out of 5.00
Group : Business Studies
Passing Year : 2009
Institution : Dhaka Presidency High School, Dhaka.

Computer Skills

- ☐ I had completed "**Digital Marketing**" Course from **BITM** under SEIP program (Linked in, Google Plus, Facebook, Youtube marketing etc.)
- ☐ I have a good knowledge in MS-Office Program, Internet researching, Data Entry etc. I can also type in a good speed.

Language Skill

- ☐ Good Command over English, Bengali both writing and speaking.

Interest and Hobbies

- ☐ Traveling, Singing, Make fellowship with peoples.

Keywords

- ☐ Hard working, realistic, friendly, able to work in a team, work under pressure. Keen to prove in the exciting world of profession & cope with the situations on demand.

Permanent Address

City : Khulna City **Post** : Farajipara, Debenbabu Lane
P.S : Farajupara, Debenbabu Lane **Dist** : Khulna

Personal Information

Father's Name : Syed Manzoor Imam
Mother's Name : Fahmina Islam
Nationality : Bangladeshi by Born
Date of Birth : 8th April, 1993
Blood Group : AB+
Religion : Islam
Marital Status : Married
National Id : 686 927 9775

Declaration

I do here by declare that the abovementioned information's are authentic and correct to the best of my knowledge.



SAMIUL SHAHI