



## Md. Saiful Islam

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A-21,6th floor, Chayabithi, Bashabo, Dhaka-1214.

### Career Objective:

Thinking ability & creativity are the internal quality in me that helps me to solve problems in an effective manner in challenging position and take the job as my important part of life besides interested in working in a group that will help me to make good relationship between people.

### Academic Qualification:

● Southeast University, Dhaka.	2016-17
MBA in Human Resources Management	CGPA: 3.02 (out of 4)
● Southeast University, Dhaka.	2011-15
BBA in Marketing	CGPA: 3.10 (out of 4)
● Siddheswari Degree College, Dhaka.	2010
HSC in Commerce	CGPA: 4.20 (out of 5)
● Motijheel Model School, Dhaka.	2008
SSC in Science	CGPA: 4.25 (out of 5)

### Experiences:

- Mar, 2018 to continuing: I'm working as a **Manager** at **"The Sizzle Restaurant & Party Center"** and as well i used to look after it's another business **"Magic Kingdom" (Amusement park).**

### Responsibilities:

- Managing the customer experience, overseeing service quality.
- How to increase sales by applying strategies.
- Keeping financial records, sourcing vendor management, negotiation, supply market analysis & networking.
- Handling paperwork, developing strategic manpower planning, supervising staff performance & attendance.
- Maintaining vat & trade license issues.

- April, 2016 to Dec, 2017: **Business Development Executive "Golden Kart Inc."**

Responsibilities: Assist senior merchandiser, developing growth strategies and plans managing and retaining relationships with existing clients.

- Jul, 2015 to Jan, 2016: **Assistant Lead Manager "Sakura Ultra Flow Ltd"**

Responsibilities: Assist the manager in organizing, planning, implementing strategy & coordinating operations.

- Jan, 2015 to Apr, 2015: **Internship "Al-Arafah Islami Bank Limited"** Experience area: General Banking, customer care, customer requirements processing etc.

### Professional Membership & Courses:

● Basic Japanese Language- N5 (Nat Pass) Jun-Sep, 2019

Daffodil Japan IT Ltd (DJIT), Dhaka.

● General member of BSHRM From-2017

Bangladesh Society for Human Resources Management, Dhaka.

● Tally. ERP 9 for accounting, inventory & payroll management July – August, 2017

Bdjobs training, Dhaka.

### Language Competency:

● Spoken and Written Communication skill in Bengali is considered Excellent.

● Spoken and Written Communication skill in English is considered well.

### Computer Efficiency:

● Applications: MS Word, MS Excel, MS Power point. Very Good at internet applications, E-mail, Social Networks (Facebook, Google, LinkedIn & Others)

### Special Interest & Hobby:

● Like to travel by motorcycle, Sports (Football & Cricket), Script Writing, Art & painting, watching movies.

### Personal Information:

Father's name	: Md. Harun-Or-Rashid
Mother's name	: Fatema Begum
Date of birth	: 27-12-1993
Nationality	: Bangladeshi
Religion	: Islam
Marital Status	: Married
Blood Group	: AB+ (Positive)
National Id No	: 2400631988
Permanent address	: Village- Daoti, Post office- Daoti bazar, Thana- Shonaimuri, District- Noakhali.

### References:

Shamsuddin Ahmed  
Senior Principal Officer  
Dhaka Bank Ltd.  
Mohakhali Branch, Dhaka.

Email: riha2050@gmail.com  
Mobile: 01979022033

Mamunur Rahman  
General Manager  
"The Sizzle Restaurant & Party Center  
And "Magic Kingdom"  
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☒ I do here by declare that all particulars provide here are true and no misinformation is given.

MD. Saiful Islam

