

# ***Jahirul Islam Khan***

## **Mailing Address:**

28/A, Pyari das Road,

Banglabazar, Dhaka-1100

Contact No. +8801782683855

## **Career Objective:**

To build up myself as a challenging and responsible person, to utilize my educational and other experiences, to show my creativity and integrity, at the same time to full the desire to work in a competitive, dynamic and disciplined job environment, to enrich professional skills, competency and level of expertise knowledge.

## **Academic Details:**

### **Master's of Business Administration (MBA)**

**University** : **Jagannath University**

**Result** : (Appeared)

**Subject** : Marketing

**Passing Year** : 2018

### **Bachelor of Business Administration (BBA)**

**University** : **American International University-Bangladesh.**

**Result** : 2.90 (out of 4.00)

**Subject** : Marketing

**Passing Year** : 2014

### **Higher Secondary Certificate (H.S.C)**

**Institute** : **Udayan Uchcha Madhyamik Bidyalaya**

**Board** : Dhaka

**Group** : Business Studies

**Result** : G.P.A 4.40 (Out of 5.00)

**Passing Year** : 2010

### **Secondary School Certificate: (S.S.C)**

**Institute** : **K.L Jubilee School & College**

**Board** : Dhaka

**Group** : Business Studies

**Result** : G.P.A 4.31 (Out of 5.00)

**Passing Year** : 2008

## **Language Skills:**

- ❖ Excellent Reading, Writing and Speaking in Bangla
- ❖ Excellent Reading, Writing and Speaking in English.

## Extra Curricular Activities

- ❖ Reading and gather knowledge
- ❖ Reading story & journals
- ❖ Traveling

## Computer Skill:

- ❖ Good Command in Computer Operating System and Data Processing,
- ❖ Proficient in MS Word, MS Excel, MS Power Point,
- ❖ E-mail & Internet Browsing.

## Personal Details:

Father's Name	:	Monirul Islam Khan
Mother's Name	:	Parul Begum
Permanent Address	:	Vill: Keshobpur, P.O: Keshobpur College P.S: Bauphal, Dist: Patuakhali
Date of Birth	:	02/04/1993
Nationality	:	Bangladeshi
Religion	:	Islam
Marital Status	:	Married
Sex	:	Male
Blood Group	:	A (+ve)
NID No	:	5537126376

## Job Experience:

1. Company Name : Tajmahal Printing Press  
Position : Manager  
Duration : January,2014- December2018.
  - Directs and supervises the activities of staff.
  - Provides guidance for workers as needed and approves training opportunities.
  - Implements company policies.
  - Recruiting employees.
  - Delegates duties among staff member.
  - Maintain budgets for managed entity as well as the individual projects it takes on.
  - Monitors costs against budget.
  - Makes key decision of the company.

2. Company Name : American Property Preservation  
Position : Executive  
Duration : March,2013- October,2013.

### Reference:

**1. Barrister Shahariar Rakib Hasan Khan**

Advocate

Supreme Court of Bangladesh

Cell: 01727307074, 01825058808

### Declaration:

I am undersigned, hereby declare that all the information included here are true my knowledge. If repaired and where applicable, this document can be supported by appropriate authentic certificates.

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(Jahirul Islam Khan)

Date:.....