Mahmudul Islam

+8801568477680, +8801752379270



KA-58, Khan Bari RD, Kalachandpur, Gulshan, Dhaka



mislam181008@bba-ais.uiu.ac.bd



in https://www.linkedin.com/in/mahmudulislam-uiu181008/



https://www.facebook.com/mahmudul.islam.906



https://www.sites.google.com/bba-ais.uiu.ac.bd/mahmudulislam

Career Objective

With Multitasking ability & Time Management skills, I try to achieve highest possible remarks that I could get. I want to flourish my working capabilities, practical experiences and professional skills in order to work for an organization with sheer commitment and determination.

Work Experience



🛮 📗 Intern

Operations Department, United Pharma & Healthcare Ltd, United Group (May 2021 - Present)

Key Responsibilities-

- Maintaining Subscribers Database, Ensuring the Timely Delivery of Subscribers, Supervise Pharmacists Activities for Brand & Marketing Department.
- Sorting Invoices & Input Data into the Payment Database for Payment Department.
- Conducted "Market Survey" to Analyze Trendy & Available Products in the market, Prepared Master Database of Products & Vendor, Releasing Purchase Order for Supply Chain Department.
- Conducted "Mystery Shopping" to ensure effectiveness in Business Activities, Prepared Outlet-wise Daily Sales Report, Campaign Sales Report for Business Development Department.



Classified Ads Manager

Damex Digital

(January 2021 – February 2021)

Key Responsibilities- Handling Canadian Clients, Posting Advertisement on Canadian websites on behalf of the clients, Preparing Daily Reports of Customer orders.

Educational Background



BBA in Accounting & Information Systems

United International University

BBA in Accounting & Information Systems

CGPA- 3.80

Passing Year: Summer 2021



Higher Secondary School Certificate

(HSC)

Rajshahi Education Board Govt. Model School & College

Group: Science Passing Year:2017 GPA-5.00



Secondary School Certificate (SSC)

Govt. Laboratory High School, Rajshahi Group: Science Passing Year: 2015

GPA-5.00 (Golden)



citi Virtual Intern

Citi Bank USA

(June 2020 – June 2020)

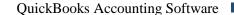
Key Responsibilities- Navigating the Organizational Landscape and Product Mix, Segmentation and Ideation, Pitching New Product Idea, Performance Analysis and Insights, and Campaign Planning.

Soft Skills

- Leadership
- Public Speaking
- **Customer Service**
- Time Management
- Interpersonal Skills
- **Problem Solving Ability**
- Critical Thinking Ability

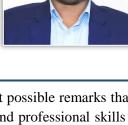
Technical Skills

- MS Excel
- Adobe Illustrator
- Digital Marketing
- MS Word, PowerPoint
- SQL Database Management Python Programming Language











Volunteering Experiences & Extracurricular Activities

UIU Accounting Forum

- Vice President- External Affairs (March,2021 Present)
- Head of Public Relations (August,2020 February,2021)

Bangladesh Institute of Supply Chain Management

- Campus Ambassador (April,2020 Present)
- Team Leader of Media & Publications Session: June-July

University

Founder

E Psycure Organization

E Center for International Affairs and

Cooperation, United International

Member

(February, 2020 – January, 2021)

(August, 2020 - Present)

Campus Ambassador

International Affairs Society (SIAS)

of

Students'

- » Organizer, National Job Fair 2020 held at United International University
- » Volunteered in International Conference of The Accreditation Council for Business Schools and Programs (ACBSP) Region 10 held at UIU on Feb,2020
- » Volunteered in 10th International Conference on Financial Criminology, jointly organized with **University of Teknologi-MAARA**, Malaysia & United International University.
- » Campaign Volunteer in 1st Inter-College Academic Quiz Competition, Dhaka Zone, 2019 held at United International University
- » Organizer of Intra University Accounting Olympiad- 2018

Certifications

- » Completed 'Microsoft Excel Master Class-2021' & 'Microsoft Excel Masterclass for Business Managers' course from Udemy
- » Completed Supply Chain Management: Be Global, an online course authorized by Macquarie University, Sydney, Australia offered through Coursera
- » Completed Supply Chain Management Specialization, an online specialized course authorized by Rutgers the State University of New Jersey offered through Coursera
- » Completed Excel Skills for Business: Essentials, an online course authorized by Macquarie University, Sydney, Australia offered through Coursera

Achievements

- **»** Best Performer 2020 for outstanding serving in UIU Accounting Forum
- » Received Volunteer Award from the Ambassador of japan for volunteer support in 1st Inter-College Academic Quiz Competition, Dhaka Zone, 2019
- » Best Campus Ambassador, Session: May-July, Bangladesh Institute of Supply Chain Management.
- » Achieved Academic Scholarship of 100%, 50%, 25% based on Semester-Wise Result

References



Associate Professor & Former Deputy-Director of School of Business & Economics United International University

E-Mail: jmssarkar@bus.uiu.ac.bd Mobile: +8801716599599 Mohammad Abdullah-al-Maruf ACA

Manager Accounts Department

Transcom Consumer Products LTD.

E-Mail: mohammad.maruf@tcpl.transcombd.com
Mobile: +8801713380592