

CURRICULUM VITAE OF MD. SHARIFUL ISLAM



Address· 441/C, Senpara Parbata, Mirpur- 10, Dhaka

Mobile No. 01715935018

Email· sharif.bpo7@gmail.com

CAREER OBJECTIVE:

To serve the organization for fulfilling its desired objectives and goods communicate with strong interpersonal skills self motivated the satisfaction and to pursue a fast track career challenging and dynamic environment to work in the sales & marketing sector of local or multinational Cable Company of Bangladesh

EXPERIENCE:

1). JULY 1, 2018 – CONTINUING

Assistant Manager (Accounts)

SAZIN CONSTRUCTION LTD.

LOCATION: Road No#30, House #435, Mohakhali DOHS, Dhaka-1206.

Department: Accounts

DUTIES/RESPONSIBILITIES:

- Preparing cash payment vouchers, Maintaining cash book, Ledger Book, Bank Book, Trial Balance, Salary Sheet along with payment, Party Ledger, Party Bill adjustment, Bank Ledger adjustment, Trial Balance, Preparing profit & Loss A/C Balance sheet, etc).

2). JULY 1, 2016 – JUNE 29 2018

ASSISTANT MANAGER (Accounts)

MIPUR TRADERS LTD. (Dealer of BRB & BBS Cables)

LOCATION: 107, Senpara Parbata, Mirpur-10, Dhaka-1216.

Department: Accounts

DUTIES/RESPONSIBILITIES:

- Maintaining Cash Book, Cash Voucher, Journal entries, Ledger Book and Trial Balance along with cash payment, etc.

3). JUNE 14, 2013 – JUNE 28, 2016

BRANCH MANAGER

RESOURCE DEVELOPMENT FOUNDATION

LOCATION: RDF Tower, Police Line Sarak, Borguna-8700.

Department: Solar system

DUTIES/RESPONSIBILITIES:

- Management all the activities

EDUCATION:

❖ **MASTER OF BUSINESS STUDIES (MBS)**

KUSHTIA GOVT. COLLEGE

Department: Accounting

Board/University : National University

Average CGPA : First Class, Marks : 62%

Passing Year: 2013

Duration: 1 Year

❖ **BACHELOR OF BUSINESS STUDIES (BBS)**

KUSHTIA GOVT. COLLEGE

Department : Accounting

Board/University : National University

Average CGPA : Second Class, Marks :56%

Passing Year : 2008

Duration: 4 Years

❖ **HIGHER SCHOOL CERTIFICATE**

PANGSHA COLLEGE

Major Group : Business Studies

Board : Dhaka

Average CGPA : 4.20 (Out of 5)

Passing Year : 2004

❖ **SCHOOL CERTIFICATE SECONDARY**

MACHPARA HIGH SCHOOL

Major Group : Science

Board : Dhaka

Average CGPA : 3.50 (Out of 5)

Passing Year : 2001

❖ **TRAINING**

KUSHTIA TECHNICAL TRAINING CENTER

SUBJECT: COMPUTER APPLICATION

Location: Kushtia

Year: 2011

Duration: 6 Month

Topic: Ms Word, Ms excel and power point.

❖ **SKILLS**

- Microsoft Office Program As like MS Word/Excel/Access, etc
- E-mail
- Internet

PERSONAL ATTRIBUTES

- Ambitious, hard working, energetic and well disciplined.
- Leadership
- Able to maintain record of official documents and official corresponding.
- Positive thinking, self-motivated and flexible.
- Self- confidence to speak in public.
- Attentive & Versatile.

HOBBIES & FIELD OF INTERESTES

- Cricket, Reading Quran, Hadis & Newspaper, Swimming, Traveling and Challenging work

LANGUAGE PROFICIENCY

- Bengali: Mother Tongue
- English: Moderate

PERSONAL INFORMATION

| | | |
|-------------------|---|---|
| Father Name | : | Abul Kalam Azad |
| Mother Name | : | Dhaulatun Nasa |
| Permanent Address | : | Vill- Bejpara, P.O- Premtia-7720, Pangsha ,Rajbari. |
| Date of Birth | : | 02 nd February 1987 |
| Religion | : | Islam |
| Nationality | : | Bangladeshi |

REFERENCES

01.

| | | |
|-------------|---|---|
| Name | : | Engr. R.K Azad |
| Designation | : | Director |
| Institute | : | Sazin Construction Ltd. |
| Address | : | Road No#30, House #435, Mohakhali DOHS, Dhaka-1206. |
| Mobile | : | 01711170539 |

02.

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|-------------|---|--|
| Name | : | Kisor Kumar Das |
| Designation | : | Professor |
| Institute | : | Machpara Degree College . |
| Address | : | P.O – Ramkole, P.S- Pangsha, Dist- Rajbari |
| Mobile | : | 01711513626 |

Date: 01/08/2022

Signature.....