

Mahmudul Islam



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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.



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.

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)

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
- QuickBooks Accounting Software

Volunteering Experiences & Extracurricular Activities

UIU Accounting Forum

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

Center for International Affairs and Cooperation, United International University

- Founder Member of Students' International Affairs Society (SIAS) (August,2020 - Present)

Bangladesh Institute of Supply Chain Management

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

Psycure Organization

- Campus Ambassador (February,2020 – January,2021)

- » 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



Dr. James Bakul Sarkar

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