

**Md.Shahidul Islam**

Mobile +8801956-260834

Email ID : shahid.gmg@gmail.com

**Father’s Name : Md.Abul Kalam**

**Mother’s Name : Maksud Ara Begum**

**Mailing Address : C/O- Badar Uddin Bhuiyan Bari; Village-Noirajpur; Post Office-**

**K.M. Hat; Police Station-Feni Sadar; District-Feni.**

**Permanent Address : C/O- Badar Uddin Bhuiyan Bari; Village-Noirajpur; Post Office-K.M. Hat; Police Station-Feni Sadar; District-Feni.**

**Date of Birth : 10th November,1984**

**Gender : Male**

**Marital Status : Married**

**Religion : Islam**

**Nationality : Bangladeshi by birth**

**Height : 173 cm.**

**OBJECTIVE:**

* **To obtain a position with an advance degree of responsibility**
* **To obtain a position which offers personal achievement**

**EDUCATION:**

**Master of Social Science(One Year)**

National University

Result-Second Class

Major Subject-Economics

Result Published on November,2010

**Bachelor of Social Science(Four Years)**

National University

Result-Second Class

Major Subject-Economics

Result Published on February,2009

**Higher Secondary Certificate**

BAF Shaheen College,Chittagong

Result-Second Division

Result Published on September,2002

**Secondary School Certificate**

Chittagong Airport High School,Chittagong

Result-First Division

Result Published on June,2000

**COMPUTER SKILL:**

**Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook, Internet Explorer etc.**

**LAGUAGE SKILL:**

**Good command on spoken and written communication skill in both English & Bengali.**

**WORK EXPERIENCE:**

**December 2014-Present Senior Executive-Administration(Mirsarai)**

**(5 Years and 10 Months) BSRM Steel Mills Limited, Mirsarai, Chittagong**

**Responsibilities:**

* Provide flight ticket, transport, accommodation, entertainment according to requirement of foreign Guests, Expatriates, Employees and maintain travel formalities as per company SOP.
* Daily inspection of plant housekeeping, cleanliness and environment.
* Maintain proper cleanliness of guest houses. Ensure guest house facilities for employees.
* Regular monitoring of pantry to ensure quality and cost of food and beverage provided to employees.
* Regular check of plant premises and monitoring of housekeeping staff to ensure cleanliness and hygiene.
* Monitor quality, quantity and cost of materials purchased for pantry, offices and maintain records.
* Manage pool vehicle scheduling & monitor availability to unit personnel as per requirement.
* Monitor over all office management including repair of office equipment’s.
* Process various types of bill for ensuring on time payment to the suppliers.
* Maintaining the canteen hygiene and ensure quality food for employees at canteen and guest houses.
* To maintain liaison with local Govt. authority & others local offices when management required.
* Provide logistic support to every department for meeting, conference & trainings etc.
* Prepare reports as Management desire.

**April 2012-December 2014 Team Member-Administration**

**(2 Years and 8 Months) Youngone(Bangladesh), Chittagong**

**Responsibilities:**

* Foreign expatriate’s Work Permit,E-Visa,Security Clearance etc. through Prime Minister’s Office,Dhaka.
* Provide Air ticket, Accommodation, Entertainment to foreign guests, employees and buyers.
* Daily inspection of housekeeping and factory environment.
* Monitor over all office management including repair of office equipments.
* Purchase of printing and stationery items including other local purchase and distribution.
* Process various types of bill for ensuring on time payment to the suppliers.
* Maintaining the canteen and ensure on time food serve to all employees.
* To get prepare for facing internal social / buyer audit, Conduct Inquiry proceeding.
* To maintain liaison with local Govt. authority & others local offices when management required.
* Provide logistic support to every department for meeting, conference & trainings etc.
* Facilitating new extension production area.
* Monitoring overall discipline and cleanliness of all work facilities.
* Documentation of vehicles from BRTA.

**January 2011-December 2011 Executive-Sales**

**(1 Year) GMG Airlines Limited, Dhaka.**

**Responsibilities:**

* Issue air ticket of domestic and international flights.
* Reissue all kind of air tickets.
* Provide flight information to passenger.
* Provide feedback of walk-in passenger queries.
* Telemarketing about holiday packages and promotional fares.
* Maintain daily counter sales, bank deposit and submit report to the Sales Department accordingly.

**Md.Shahidul Islam**