|  |  |
| --- | --- |
| **SAYFUL ISLAM**  Nur Jahan Monjil, K-31/6, D,  Joyar Sahara (Himbari)  Badda, Dhaka-1212. Mobile :01719-390711  Email :[sayfulislam014@gmail.com](mailto:sayfulislam014@gmail.com) | \\192.168.1.253\Rabbi Group\F\rabbi office\Update\Rabbi Group\G.M Sir document\sayful islam pp.jpg |

**Career Objective:**

To work in an environment where there is an opportunity of self-assessment and improvement in both individual and group based jobs that frequently faces various critical challenges and serves the customers with individual skills.

Employment History:

**Total Year of Experience:** 10.3 Years

**Executive:** (01.11.2016 to Continue)

#### Department: HR, Admin & Compliance

**Duties/Responsibilities:**

Admin & HR, P.A to GM, compliance, Computers operator & Others Official work

#### ****Rabbi Group**** Company Location: House # 30, Road # 4, Block-C, Banani, Dhaka-1213.

**Assistants Manager :**( 04.09.2012 to 25.05.2016) 3 years 8 months 16 days

Department: Accounts, Admin & HR

**Duties/Responsibilities:**

Accounts, Admin & HR, Computers operator, Data Entry Operator (software base) & Others Official work

**Dustha Shastha Kendra (DSK).**

Company Location: H-741, R-9, Baitul Aman Housing Society Dhaka-1207.

**Assistants Academy Secretary :**( 01.11.2010 to 03.09.2012) 2 years 1 months 27 days

Department: Academic, Admin & HR

**Duties/Responsibilities:**  
All Academic work, Admin & HR, Computer operator, Data Entry Operator (software base) & Others Official work

**Institute of Medical Technology**

Company Location: H-68, R-4, Block-B, Sce-12, Mirpur, Dhaka-1216.

**Computer Literacy:**

Microsoft Windows XP, Windows 7-13. Microsoft Word, Excel, PowerPoint, Outlook Express \*Good knowledge to Internet Browsing**\***Search web page-mail operation & Downloading**\***Have to knowledge on Hardware\*Computerized Accounting software Navision**\***Adobe Photoshop, Illustrator (Medium), Tally Software, **Typing Speed Bangla 25/30, English 30/40 (well).**

**Academic Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration**  **/Major** | **Institute** | **University**  **/Broad** | **Result** | **Passing Year** |
| MBS | Accounting | Govt.BanglaCollege | N.U | Second Class | 2010 |
| BBS(Hon,s) | Accounting | Govt.GorunodiCollege | N.U | Second Class | 2009 |
| HSC | Business Studies | MahilaraDegreeCollege | Barisal | CGPA:3.40 | 2005 |
| SSC | Business Studies | Hazi M.A.RashidHigh School | Barisal | CGPA:2.83 | 2003 |

**Training:**

6 Month training on computer (Office package)

Under CCDB (Org.) Skills Development Program,

**Career and Application Information:**

|  |  |  |
| --- | --- | --- |
| Looking For | : | Top Level Job |
| Available For | : | Full Time |
| Preferred Job Category | : | Admin & HR, Accounts |
| Preferred District | : | Anywhere in Bangladesh |
| Preferred Organization Types | : | Group of Companies, NGO, Bank, Development Agency. |

**Language: Interests:**

English – written and spoken (Medium) Traveling, Signing, Football

Bengali – Mother tongue

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| Father's Name | : | Abul Basar Akon |
| Mother's Name | : | Khodeja Begam |
| Date of Birth | : | November 21, 1987 |
| Gender | : | Male |
| Blood Group | : | “AB” Positive |
| Height | : | 5.5" |
| Marital Status | : | Married |
| Nationality | : | Bangladeshi |
| National Id No. | : | 0619494214603 |
| Religion | : | Islam |
| Permanent Address | : | Vill-Sholok (North), Post- Sholok, Thana-Wazirpur, Barisal |
| Current Location | : | Dhaka |

**Reference (s):**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Reference: 01 | Reference: 02 |
| Name |  | Md Mahmudul Hasan | Md Faruk Gomosta |
| Org. | : | **Pro-Active Medical College Hospital Ltd** | Dushtha Shasthya Kendra (DSK) |
| Design. | : | Hospital Supervisor | Manager |
| Address | : | E-197/7, Mizmizi, Shahebpara, (Signboard), Siddirganj, Narayangonj. | R-17/B, H-1029, Baitul Aman Housing Society, Adabor, Mohammadpur, Dhaka-1207 |
| Mobile | : | 0173659573 | 01735387699 |
| E-Mail | : | [Mhasan007@yahoo.com](mailto:Mhasan007@yahoo.com) | [FarukGomosta@gmail.com](mailto:FarukGomosta@gmail.com) |
| Relation | : | Relative | Professional & Friend |

**Certification:**

I do hereby confirm that any/all information and attachments given here are correct and I understand that for any misleading/untrue information my application/appointment may be terminated.



Sayful islam