**MOHAMMAD ASHIQUL ISLAM**

**Present Address: 18/4, Taaz Monjil, West Vashantek, Dhaka-1206.**

**Permanent Address: House-532, Village- Saiyadpur, Po St: Kobirhat, Dist: Noakhali.**

**Mobile No 1 : +8801677079678**

1. **mail : [ashiqulislam4218@gmail.com](mailto:ashiqulislam4218@gmail.com)**

**Career Objective**

Looking for a position of Administration, Legal and Compliance in a reputed company bringing an extensive 5+ years of experience in the administration and sales department.

**Career Summary**

Assistant Manager(Admin,Legal and Labour Operation)

Providing legal services with Salary making and labour management.

At present i am working in China Major Bridge Engineering Company who is the contractor of Padma Multipurpose Bridge Project . During my university life i worked in different company and firms to help my education. I worked advertising agency, Telesales company Construction Firm and Fashion Brands.

**Special Qualification**

\* 3 years experience in the Administration and Operation department of Mega Construction Firm.

\* 1 year experience in Tax Consultation Firm.

\* 1 year Telesales experience.

\* 2 years sales experience of DTI and JTI.

**Employment History**

**Total year of experience : 6.6 Years**

**Assistant Manager( Legal & Labour Operation) ( July 22, 2018 - Continuing)**

**The 5th Engineering Company under China Major Bridge Engnering Co. Ltd.(MBEC-5)**

Company Location : Bangladesh   
Department : Administration

**Duties/Responsibilities:**

\* Legal papers documentation,  
\* Legal opinion and consultation  
\* Salary prepare and disbursement  
\* Managing labours and ensuring their benefits.

\* Filing case in dispute/lost property.

\* Store management and inventory management.

\* Preserve all necessary documents in a safe custody.

\* Monitor transport vehicle movement.

**Law Officer. ( May 2017 - June 2018)**

Mainul & Associates, Law Firm   
Company Location : Suit-210, Concord Grand, Shantinagar   
Department: VAT, Tax, Civil and Criminal.  
**Duties/Responsibilities:**

\* Calculation of Tax

\* Filing return

\* Making various types of drafts and Agreement

\* Liaison with government agencies

\* Company and Court visit

**QC Supervisor ( Jan, 2016 - Feb 2017)**

SkyTech Solutions Ltd.   
Company Location : Uttara, Dhaka

Department : Civil and Criminal

**Duties/Responsibilities:**

\* Sales over the phone call.

\* Follow up call for Sales confirmation.

\* Act as Team Leader

**Supervisor(Sales & Operations) ( September 2014 - Dec 2016)**

**Hammer Activation Ltd.**  
Company Location : H#194, R-3, 2nd Floor, DOHS, Mirpur 12   
Department : Sales & Operations

**Career and Application Information**

Looking For : Entry level Job

Available For : Full Time

Preferred Job Category : Marketing/Sales/Administration/ Management/Legal.

Preferred Location : Anywhere in Bangladesh.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Title** | **Major** | **Institute** | **Result** | **Passing Year** |
| LL.M | Law | University of Information Technology & Science | CGPA:3.25 out of 4 | 2016 |
| LL.B. | Law | University of Information Technology & Science | CGPA:3.3 out of 4 | 2015 |
| HSC | Business Studies | Milestone College | CGPA:4.4 out of 5 | 2011 |
| SSC | Business Studies | Muslim Modern Academy | CGPA:4.63 out of 5 | 2009 |

**Academic Qualification**

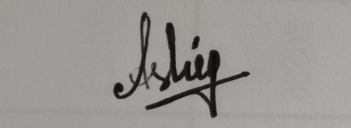
**Reference**

Name : Mr. Joe Chao

Position : Head of Economic Engineering.

Company Name : China Major Bridge Engineering C.,Ltd

Contact No : 01730398599



Date: 05-09-2022 Mohammad Ashiqul Islam