Resume



Ariful Kabir

Cell: 01881 402 614

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**Summary:**

**T**o pursue a responsible and challenging job in a dynamic reputed organization with an **‘Administrative’** department which offers opportunities for constantly carrier development and where I can fully utilize my strong organizing skill and ability.

**EDUCATIONAL QUALIFICATION**

**Secondary School Certificate (SSC):**

Group – Business Studies, GPA – 3.69 (in the scale of 5.00)

Year of Passing –2007

Chittagong Municipal Model High School

Board of Intermediate and Secondary Education, Chittagong, Bangladesh

**Higher Secondary Certificate (HSC):**

Group – Business Studies, GPA – 3.10 (in the scale of 5.00)

Year of Passing – 2009

Islamia Degree College

Board of Intermediate and Secondary Education, Chittagong, Bangladesh

**Bachelor of Business Administration (BBA):**

Major – Finance & Banking, CGPA – 2.71 (in the scale of 4.00)

Year of Passing – 2015

Southern University Bangladesh

University Grants Commission of Bangladesh

**Master of Business Administration (MBA):**

Major – Finance & Banking, CGPA- 2.75 (in the scale of 4.00)

Year of Passing - 2019

Southern University Bangladesh

University Grants Commission of Bangladesh

**COMPUTER SKILLS**

**Operating System :** Office Management

**Internet & Email :** Having perfect knowledge

**Typing :** English (35 word P/M), Bengali (20 word P/M).

**LANGUAGE PROFECIENCY**

**English**(Verbally & Written), **Bengali** (Native) and **Hindi** (A little).

**WORKING EXPERIENCE**

Having working experience as “Accounts Manager” in Khadem Shoe Manufacturing Company. (From January 01, 2019 to till now)

**PERSONAL DATA**

**Date of Birth :** 26th January, 1993.

**Father’s Name :** Harun Or Rashid

**Mother’s Name :** Saima Sultana

**Religion** **:** Islam

**Marital Status**  **:** Single

**Present & Mailing Address :** House: 233/234, Block-C, Koibollodham

Akbarshah, Chittagong.

**Permanent Address :** House:233/234, Block-C, Koibollodham

Akbarshah, Chittagong.

**NID No.** : 329 065 9931

**PERSONAL STRENGTH**

* Excellent communication & negotiation skill.
* Hard working, honest, reliable & punctual.
* Mature attitude, co-operative, get along well with everyone.
* Enthusiastic, able to take initiative and capable to work in a multi-cultural team environment / alone and under pressure.
* ***All my Authentic Original Documents are available on request.***

**M**ay I therefore pray and hope that your honor will be kind enough to give me a chance for an interview. If you given me a chance to serve your organization, I can assure you that I’ll work hard, Sincerely and honestly in ordered to get full satisfaction of my superior.

Thanking you in anticipation.

**Yours truely,**

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**Ariful Kabir**