** Curriculum Vitae**

**of**

**Md. Ariful Islam**

House# 41, Road#17, Nikunjo 2, Khilkhet, Dhaka – 1229,

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Email: [arifimc91@gmail.com](mailto:arifimc91@gmail.com) or arifimcaub91@gmail.com

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| **Career Objective** |
| To be a distinctive Admin professional within next 5 years by bridging my academic knowledge with the practical experience and interpersonal skills. |

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| **Career Summary** |
| Willing to work in career based organization where I do take learning & practical opportunity that the world has to offer and use the skills earned to contribute to the best of my abilities wherever I would be most useful. From January 2014 to continuing: Executive Admin in IMC Worldwide Ltd. UK. (Dhaka Office). From December 2012 to November 2013: Junior Executive in Sornali Multipurpose Co-operative Ltd. Junior Executive > Executive Admin |

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| **Relevant Experience** |
| **Total Year of Experiences: 3 (Years)**   1. **Executive Admin (January 2014 to continuing..)**   IMC Worldwide Ltd. UK (Dhaka Office)  House: 9, Road: 11, Baridhara, Dhaka:1229   1. **Junior Executive Admin (December 2012 to November 2013)**   Sornali Multipurpose Co-operative Ltd.  House: 26, Road: 3, Sector: 9, Uttara, Dhaka:1230  **Responsibilities:**   * To maintain discipline into the organization arena * To provide logistic support for enhancement of operational activities * To maintain files for updating administrative activities * To control procurement team by checking bills, chalan, vouchers etc. * To maintain organizations assets like, AC, photocopier, fax machine, telephone etc. * To ensure the better hospitality for client, customers and guests (Local & Foreign) * To maintain liaison with various government and non-government agencies * Regular updating of all documents and personal files * Monitor and manage to set-up and day-to-day delivery of office management; vendor and supplier relationship to meet operational needs. * Liaise with all department on any matters related to admin and HR as well as to provide advisory service. * Prepare & circulate different letter, office order etc. * Develop different forms & formats for the organization * Coordinate & monitor all administration related task. |

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| **Key Skills** |
| * Monthly Progress report, IPC (Interim Payment Certificate) and Invoice maintaining and delivering. * Delivers documents and letters to various offices within Dhaka city and perform the responsibility over all administrator support as per direction of office manager. * Maintain electronic mail register and enter all incoming and outgoing documents into electronic mail register. * Deliver payment of utility bills and dues at bank and pay points are required. * Provide support to team members. * Any other relevant project related issues that you reasonably be required to carry out from time to time |

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| **Personal Ability** |
| * Attention to detail & self-managed skill * Ability to cope & work under pressure * Excellent written and verbal communication skill both English & Bangla * Able to multitask and manage conflicting demand * Good team work and interpersonal skills |

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| **Detail of Academic Qualifications** | |
| **a)** | **Master of Social Science (MSS)**  Asian University of Bangladesh  Discipline : Sociology & Anthropology  Result : 3.60  Year of Passing: 2015 |
| **b)** | **BSS (Hon’s) in Sociology and Anthropology**  Asian university of Bangladesh.  Discipline : Sociology & Anthropology  Result : 3.54  Year of Passing: 2014 |
| **c)** | **Higher Secondary Certificate (H.S.C)**  Birampur Technical & Business Management College  Discipline : Business Management  Result : 3.92  Year of Passing :2010 |
| **d)** | **Secondary School Certificate (S.S.C.)**  Shibpur High School  Discipline : Humanities  Result : 2.63  Year of Passing: 2007 |

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| **Fields of Specialization** |
| **Training & Development**   * Coordinate different internal training, liaison with Resource, Prepare Training materials etc   **Event Management & Logistics**   * Arrange required logistic support relevant to the program event works of workshop, meeting, seminar, conference, venue source etc   **Other Skills**   * Very good interpersonal communication skills * Ability to work in computer, specially to work in MS Office packages, Online data entry, Data research * Ability to drive personal bike with driving license |

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| **Language Proficiency** | | | |
| **Language** | **Proficiency Level** | | |
| **Reading** | **Writing** | **Speaking** |
| **Bangla (Native)** | **High** | **High** | **High** |
| **English(Taught)** | **High** | **High** | **Medium** |

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| **Computer Literacy** |
| Microsoft Word, Excel, Power Point.  Internet Browsing & Internet operation. |

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| **Personal Details** | |
| **Father’s Name** | Md. Taher Uddin |
| **Mother’s Name** | Mst. Rawsanara Begum |
| **Date of Birth** | 24 May 1991 |
| **Nationality** | Bangladeshi (by birth) |
| **National IDNo.** | 19912711047000367 |
| **Blood Group** | O+ |
| **Marital Status** | Married |
| **Permanent Address** | Shibpur, P.O : Shibpur, P.S : Birampur, District: Dinajpur |

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| **References** | |
| **Md. Ehsan ul Kabir**  Administrator  IMC Worldwide Ltd. (UK)  House-9,Road-11,Baridhara, Dhaka-1212  Mobile No: +8801713000389  Email: ehsan@imcw-bangladesh.com | **Md. Asadujjaman**  Assistant Professor  Department of Sociology & Anthropology  Asian University of Bangladesh  House-9, Road-5, Sector-7  Uttara Model Town, Dhaka-1230  Mobile:01713540575 |

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| **Declaration of Authenticity** |
| I declare hereby that the above- furnished information are true and reliable to best of my knowledge and believe |

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Md. Ariful Islam