#### IMG_20170329_233028GAZIUL ISLAM

##### Floor-5th, House no-Ka/11(Bashundhara Road), Vatara, DHAKA-1205.

Cell no.: +8801735360044, +8801687029924.

E-MAIL: **islamgazi94@gmail.com**

**Career objective**

Looking for a Challenging Job where I have the opportunity to learn and utilize my skills potentiality and adaptability to do creative things and at the same time where I can increase my knowledge and skills which helps to develop both organizational productivity and my future career.

**Academic Qualification**

**Exam Year**

**Bachelor of Business Administration (BBA) 2017**

**American International University Bangladesh (AIUB)**

**Major: Human Resource Management**

CGPA- **3.43** (Out of 4)

**Higher Secondary School Certificate (HSC) 2013**

**Rajshahi New Govt. Degree College**

GPA-4.50 (Out of 5)

Business Studies Group.

Rajshahi Board

**Secondary School Certificate (SSC) 2011**

**Rajshahi Collegiate School and College**

GPA-4.81 (Out of 5)

Science Group.

Rajshahi Board

**Experience**

* Completed **3 months (officially) Internship Program** in **Akij Corporation Limited** from **May 9, 2017 to August 9, 2017.**

**Responsibilities:**

* + Taking CVs from sources and check those as according to the criteria mentioned.
  + Calling applicants and updating the about the written exam and interview timings.
  + Updating the information of new joiners in the databases and ERP software.
  + Calculating and preparing bills and salary sheet like (TA/DA bill, CM and CMS variable salary).
  + Involved as a team member in identifying and solving management problem issues and performance appraisal of employees.
  + Taking written exam and checking the applicants’ answer sheets.
  + Preparing transfer letter, promotion letter, dispatch entry and the process of keeping the file of resigned employee.
  + Decorating the file of Existing employee according to their position.
  + Solving Attendance problem and salary deduction in ERP software.

**Training Summary**

* Work unofficially in **HR and Admin** at “**Akij Corporation Limited**” for **1.5 months**

After completing Internship.

* Attended to a workshop “**Conquer your career”** presented by **Everjobsbd.com**
* Attended to a workshop **“Corporate Etiquettes”** presented by **K M Hassan Ripon,CEO,Jobsbd.com**

**Research**

* Done a Research report in Research Methodology course about **“Customer Satisfaction between Private and Public hospital in Dhaka: A comparative study between Shaheed Suhrawardi Medical College and Hospital and Marks Dental College and Hospital.**

**Certification**

* Attended and got certificate in a seminar named “**Corpo Route 2 key"** from **Barrister Tareque Akbar Khondakar,** Chairman of **Youth Voice of Bangladesh.**

**Achievement**

* Got Certificate for **third position** in Operation Management course’s poster competition from AIUB.
* Got Certificate for **first position** in Economic Geography course’s poster competition from AIUB.

**Computer skills**

* MS Office, Internet communication, ERP software and HTML.

**Interpersonal skills**

* Friendly, Cooperative, Positive Attitude, Flexibility, Time Management, Able to work under pressure and a team player.

**Language Proficiency**

* Good proficiency in English & Bengali **Speaking, Reading and Writing.**

**Interests**

* Socializing, Travelling, Cricket, Reading books, watching movies and Listening Music.

**Personal Details**

Father’s Name : Md. Najrul Islam

Mother’s Name : Shahin Islam

Date of Birth : Jan 02, 1994

Nationality : Bangladeshi.

Marital Status : Unmarried.

Permanent Address : Village-Alinagar, P/O: Alinagar, Police Station: Gomastapur

District: Chapai-Nawabganj, Bangladesh.

Gaziul

…………………………

Signature