

## ISLAM

#### CONTACT

- Chittagong 4203
- +8801835674339
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- sheikharif5264@gmail.com

#### SKILLS

- Payroll processing
- Expense management
- Microsoft Excel, Word, Power Point
- HTML
- Database management software
- C Based Language knowledge
- Operational analysis
- · SSS
- Watercolours
- · Report-writing
- · Email writing

### LANGUAGES

Bengali: First LanguageB2English:B2Upper IntermediateB2Upper IntermediateB2Hindi:B2

#### SUMMARY

Trustworthy member of institutions with 4 years of practical experience and a dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

## EXPERIENCE

Owner, 12/2015 - 09/2019

AS Fishing - Chittagong, Bangladesh

- I was the owner
- I managed everything in this business
- I met with the suppliers and deal with them
- I organized the labours and other workers
- I invested the business principle
- Directed daily operations with strong focus on efficiency and resource management.

President, 01/2019 - 01/2021

# Dhrubotara Youth Development Foundation - Chittagong,

#### Bangladesh

- I was the leading activist of Chittagong District and state(Chittagong)
- I Organized and maintainedseveral 40 members group
- I organized a considerable conference number of 300 attendants
- I participated in the youth parliament as an mp and Power and Energy Minister of the parliament.
  - Directed hiring and training of new managers to drive organisational improvements.

Designer of Interiors, 03/2020 - 01/2022

D'sense Architect - Chittagong, Bangladesh

- I designed with AutoCAD (2D)
- I made designs for them
- I gave them Design Ideas
- Drew sketches to demonstrate preliminary designs to clients to obtain feedback.

### **EDUCATION**

Bachelor of Science: Computer Science and Engineering(2019-Current), 2024

East Delta University - Chittagong

- Interior Design and Technology
- Computer Science and Engineering
- Coursework in Screen Printing
- President of Human Welfare Organisation CTG