



I want to be a skilled professional as well a good person. In this regard I need a well recognized organization which will provide me a convenient working environment.

CONTACT

Mobile No: **+974-51043470**

E-mail: saiful.nu.gccc@gmail.com

QID: 29805014017

PRESENT ADDRESS

Street No-30, Al-Attiya, Sanayya,
Doha-Qatar.

PERMANANT ADDRESS

Chattogram, Bangladesh.

LANGUAGE

Good command in both
English, Bengali and Hindi.

MD. SAIFUL ISLAM

EDUCATIONAL QUALIFICATION

Post Graduation - Master's Of Business Administration (M.B.A)

Subject : Accounting

CGPA: 3.30 [Out of 4]

Passing year : 2021

Institution: Govt. City College, Chattogram
National University, Bangladesh.

Under Graduation - Bachelor Of Business Administration (B.B.A)

Subject : Accounting

CGPA: 3.22 [Out of 4]

Passing year : 2020

Institution: Govt. City College, Chattogram
National University, Bangladesh.

Higher Secondary Certificate (HSC)

Group: Business Studies

GPA: 4.50 [Out of 5]

Passing year : 2016

Institution: Govt. City College, Chattogram
Chittagong Board, Bangladesh.

Secondary School Certificate (SSC)

Group: Business Studies

GPA: 5.00 [Out of 5]

Passing year : 2014

Institution : P.C.Sen Sarowatoli High School
Chittagong Board, Bangladesh.

EXTRA CURRICULUM ACTIVITIES

- ❖ Communication
- ❖ Problem Solving
- ❖ Delegating
- ❖ Giving & Receiving Feedback
- ❖ Conflict Resolution
- ❖ Organization
- ❖ Motivation

SELF ASSESSMENT

- ❖ Excellent communication presentation skills.
- ❖ Team player who believes in knowledge sharing and collaboration.
- ❖ Self-motivated, confident, optimistic and willing to take challenge.
- ❖ Energetic, sincere, hardworking and friendly as a person.

SOFT SKILLS

Organizer of social & Culture
Events Entrepreneur
Adaptability & Quick Learner
Able to Work Under Pressure
Negotiation Creativity
Detailed & Accurate
Enthusiasm
Practical & Dexterous
Patience
Detail Orientated

KEY WORDS

Confident,
Flexible,
Adaptable, Hard-
working, Reliable,
Dedicated,
Creative, Dynamic,
Business/commercial minded,
Enthusiastic,
Resourceful,
Diplomatic,
Co-
operative,
Consistent,
People-oriented,
Loyal, If-motivated,

PERSONAL INFORMATION

Name : Md. Saiful Islam
Father's Name : Abul Kalam
Mother's Name : Shanaj Begum
Date of Birth : 06th February, 1998.
Religion : Islam
Nationality : Bangladeshi
Passport No : AD1794765
Gender : Male
Marital Status : Single

PROFESSIONAL EXPERIENCE

Work Place: **Dubai Shopping Centre (Doha-Qatar)**
Position: **Purchase Officer in ITrade Software & POS Cashier.**
Joining Date: **1st April, 2025 To Till Now.**

Work Place: **Islam Steel Mills Limited. (Bangladesh)**
Position : **Accountant & Cashier in HR Section.**
Joining date : **26th October, 2023 To 15th March 2025.**

Institution: **BSA Group Of Company(Vanguard Dresses Ltd) (Bangladesh)**
Position: **Trainee Officer**
Department: **Compliance & HR Admin**
Joining date : **16th March, 2023 To 31th August,2023.**

Work Place : **Islam Steel Mills Limited. (Bangladesh)**
Position : **Accountant & Cum Computer Operator in HR Section.**
Joining date : **17th December, 2020 To 31th December, 2022.**

Call Center : **Genex Infosys (Bangladesh)**
Position : **Customer Service Associate (CSA).**
Joining date : **15th May, 2019 To 31st August, 2019.**

COMPUTER SKILLS

Good command in Microsoft office Word, Excel, Access, Power Point, Internet & E-mail System.

HOBBIES

- ❖ Reading Books
- ❖ Gardening
- ❖ Internet Browsing

OTHERS SKILLS

- Proficient In Bicycle Riding
- Proficient In Bike Riding

DECLARATION OF AUTHENTICITY

I am Md. Saiful Islam the undersigned, hereby declare that the information presented in this resume and descriptions of my qualifications are authentic to the fullest of my knowledge.

Best Regards

