



MD. SAIFUL ISLAM

CONTACT ME

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Word No- 62, Jatrabari,
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LANGUAGE

- Bangla
- English
- Hindi

COMPUTER SKILLS

Office Management Course

MS - Word, Internet
Browsing, Excel, Power
Point, Mail massaging etc.

ABOUT ME

Process an excellent organizing ability extensive hard working and dedication to the responsibilities. To obtain a challenging position for long term career goal, where the scope is available to utilize my knowledge, potentiality and adaptability to do something innovative and from where I will be able to get change to use my knowledge and skill.

WORK EXPERIENCE

⋮ **LAVENDER CONVENIENCE STORE LIMITED**
COMPANY LOCATION: DHAKA

Executive

Department : Accounts & Finance
01-09-2022 to Continuing

⋮ **AGORA LIMITED**
COMPANY LOCATION: DHAKA

Accounts Officer

Department : Accounts & Finance
01-08-2021 to 31-08-2022

⋮ **ACI LOGISTICS LIMITED (SHWAPNO)**
COMPANY LOCATION: JATRABARI, DHAKA

Inventory & Senior Audit Officer

Department : Accounts & Finance
04-04-2018 to 30-12-2020

PERSONAL SKILL

- Sincere, Hardworking & friendly.
- Self motivated.
- Enjoy challenging works, Professional attitude.



EDUCATION

DANIA UNIVERSITY COLLEGE

2016

Bachelor of Business Administration (B.B.A) - Hon's

University : National University

Subject : Finance & Banking

Result : CGPA - 2.83 (Out of 4.00)

GOVT. BANGLA COLLEGE

2012

Higher Secondary School Certificate (HSC)

Board: Dhaka

Subject: Business Studies

Result: GPA - 4.20 (Out of 5.00)

Passing Year: 2012

JALISHA HIGH SCHOOL

2009

Secondary School Certificate (SSC)

Board: Barishal

Subject: Business Studies

Result: 3.25 (Out of 5.00)

Passing Year: 2009