



ASHRAFUL ISLAM

CONTACT ME

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Address: Sonmania, Kapasia, Gazipur

Personal Details

Father's Name: Din Mohammad
Mother's Name: Majeda Begum
Date of Birth: 01/01/1998

Gender: Male
Marital Status: Single
Nationality: Bangladeshi

Language

Bengali
English

Skills

- Communication
- Problem solving
- Time management
- Team work
- Cash management
- Vat & Tax

Computer Skills

- Microsoft word
- Microsoft excel
- Microsoft power-point

OBJECTIVE

“To build a career in a reputable organization where I can utilize my skills, gain experience, and contribute to the success of the company”.

EDUCATION:

Masters of Business Administration (MBA). (2020)

Subject: Accounting, CGPA: 3.06 Out of 4.00

Bachelor of Business Administration (BBA). (2018)

Subject: Accounting, CGPA: 2.80 Out of 4.00

Higher Secondary Certificate (HSC). (2014)

Group: Business Studies, GPA: 4.30 Out of 5.00

Secondary School Certificate (SSC). (2012)

Group: Business Studies, GPA: 4.63 Out of 5.00

EXPERIENCE:

Assistant Accounts / Store Officer,
From April 2025 to Till Now
Transcom Distribution Company

RESPONSIBILITY:

Maintain daily office documents and records.
Assist the accounts department in daily transactions.
Communicate with clients through email and phone.
Maintain office files and correspondence.
Support team members to complete office tasks on time.

DECLARATION

I hereby declare that the above given information are correct to my best of knowledge and belief.