

**RESUME
OF
Muhammad Ashraful Islam**
Contact No: 01727394517.
E-mail: ashraful02021990@gmail.com



CAREER OBJECTIVE:

To achieve an appropriate place in an organization from where, I can get the facilities to extend myself and to learn professional activity. It will be a great pleasure for me if my job will allow me to show my talent and to work efficiently with honesty.

PERSONAL INFORMATION

Father's Name : SirajKholifa.
Mother's Name : Late- Mrs. Minara Begum.
Permanent Address : Vill: Ishibpur, P.O: Ishibpur,
P.S: Rajoir, Dist: Madaripur.
Mailing Address : House # 70, Lane # 01, Faydabad,
BaitulMamunKam-E- Mosjid Road,
Dakshinkhan, Dhaka-1230.
Contact No. : 01727-394517
Date of birth : 2nd February, 1990.
Sex : Male.
Religion : Islam (Sunni).
Nationality : Bangladeshi (by birth).
Marital status : Unmarried.
Height : 5 Feet 5 Inch
Weight : 62kg
Blood Group : B+

EDUCATIONAL DETAILS:

- **Degree** : **M.B.S (Masters)**
 - Institute : Govt. Titumir College
 - Subject : Accounting
 - Result : 2nd Class
 - Passing year : 2012
 - University : National University
- **Degree** : **B.B.S (Hon's)**
 - Institute : Tejgaon College
 - Subject : Accounting
 - Result : 2nd Class
 - Passing year : 2011
 - University : National University
- **Degree** : **H.S.C**
 - Institute : Rajoir Degree College
 - Group : Commerce
 - Result : 2.60
 - Passing year : 2007
 - Board : Dhaka.
- **Degree** : **S.S.C**
 - Institute : Ishibpur High College
 - Group : Commerce
 - Result : 3.50
 - Passing year : 2005
 - Board : Dhaka.

COMPUTER PROFICIENCY

- ✓ Microsoft Word, Excel, Internet Browsing & Others.

COMMUNICATION SKILL

- ✓ Bangla : Good (Both written & Speaking).
- ✓ English : Medium (Both written & Speaking).

APTITUDES

- ✓ Self motivated
- ✓ Quick learner
- ✓ Polite in manner
- ✓ Prefer to group work
- ✓ Strong attention to detail
- ✓ Honest, sincere and punctual
- ✓ Ability to work under pressure.

MAJOR JOB RESPONSIBILITIES:

- ✓ Prepare & Proper maintaining of all warehouse related documents.
- ✓ Properly cash collection and credit realization with company policy and ensure deposit to the bank timely.
- ✓ Maintaining Cash Book, Petty cash voucher, ledger and Accounts related other's documents.

JOB EXPERIENCE

Company Name: Sajeeb Group
Designation : Sales officer
Duration time : 6 Month.

REFERENCE

1. **Mohammad Sarower Hossen Khan**
BSS (Hon's) MSS, M,phil
Assistant Librarian Center
University of Dhaka.
Cell: 01715-014271.

2. **Mohammad Monirul Islam**
SAVP & Relationship Manager
EXIM BANK LTD.
Garib-E_ Newaz Branch
Sector # 11, Uttara, Dhaka-1230.
Cell: 01712-800616.

Signature:
(Muhammad Ashraf Islam)

Date: