

## Md Sabriya Jaman

Address: Bakergonj, Barisal, Bangladesh

Phone number: 01758177207

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### Career Objective:

To work in a reputed NGO where I can utilize my communication, documentation, and management skills for community development and organizational success while enhancing my professional career.

### Core Competencies

- .Excellent Communication Skills
- .Documentation & Report Writing
- .Positive & professional Attitude
- .Accounts & Record Management
- .Problem solving Ability
- .Time Management
- .Teamwork & Coordination

### Employment History

Total Year of Experience : 4 Years

Organization Name : Walton Group

Designation : Floor In charge

**Responsibilities** : Customer Management, Sales Reporting, Team Coordination, Product Display & Monitoring.

### Academic Qualification:

| Exam Title | Concentration / major | Institute              | Result        | Pas.Year |
|------------|-----------------------|------------------------|---------------|----------|
| Honours    | BA                    | Govt B.M College       | 2.45 Out of 4 | 2023     |
| HSC        | Humanities            | Bakergonj Govt College | 3.83 Out of 5 | 2019     |
| SSC        | Business              | Shyampur High School   | 3.50 Out of 5 | 2017     |

### Language Details:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla   | High    | High    | High     |
| English  | High    | High    | Medium   |

**Technical Skills**

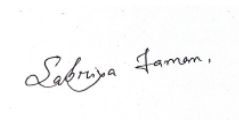
.Microsoft Word, Excel & PowerPoint  
.Email Communication & internet Research  
.Data Entry, file Management & Documentation  
.Basic Reporting & Presentation Skills

**Personal Information:**

|                   |                                                                       |
|-------------------|-----------------------------------------------------------------------|
| Father's Name     | : Md. Nuruzzaman                                                      |
| Mother's Name     | : Laiju Begum                                                         |
| Permanent Address | : Vill: Daowkathi, Post: Shyampur,<br>Ps.: Bakherganj, Dist: Barisal. |
| Date of Birth     | : January 05, 2001                                                    |
| Marital Status    | : Unmarried                                                           |
| Gender            | : Male                                                                |
| Height            | : 5 feet 6" inch                                                      |
| Blood Group       | : B+                                                                  |

**Declaration**

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

**Signature**

Md Sabriya Jaman  
Date:06/06/2026