

SHAKIL AHAMED



CONTACT

☎ +88 01680533347

✉ shakilahamedbd1997@gmail.com

🏠 House No-221, New Ailpara
Pathantuli, Siddhirganj
Narayanganj-1400.

NID No.: 9576401245

LANGUAGE

- Bangla (Mother Tongue)
- English- Speaking, Reading & Writing

SKILLS :

MS Word 
MS Excel 
MS Powerpoint 
Internet Browsing 

OTHER EXPERIENCE :

Bangladesh Bureau of Statistics
Project 1: SAS (1.5 Months)
Project 2: EC (1 Month)
Project 3: ECL (1 Month)
Designation: Information Collector
Project 4: PHC (1Month)
Designation: Supervisor
Location : Narayanganj

CAREER OBJECTIVE

I am a hardworking and reliable general worker with a strong commitment to completing tasks efficiently and to a high standard. I have experience in manual labor, cleaning, basic maintenance, and assisting in various work environments. I take pride in being punctual. Physically fit and able to follow instructions carefully. I work well both independently and as part of a team and I am always ready to take on new responsibilities to support overall operations.

WORK EXPERIENCE

Company Name: Dutch Bangla Bank
Designation : Asst. Relationship Officer (ARO)
Duration : 1 Year
Location: Narayanganj Branch, Narayanganj.

Responsibility:

- * Worked independently and as part of a team to ensure smooth daily operations.
- * Card Division, Personal Loan, Deposit, Fixed Deposit

ACADEMIC QUALIFICATIONS

MASTERS OF BUSINESS ADMINISTRATION (M.B.A)

Institute : Govt. Tolaram College
University : National University
Subject : Management
Result : C.G.P.A 2.63 Out of 4.00
Duration : 1 Year
Passing Year : 2022

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)

Institute : Narayanganj College
University : National University
Subject : Management
Result : C.G.P.A 2.64 Out of 4.00
Duration : 4 Years
Passing Year : 2020

HIGHER SECONDARY CERTIFICATE (H.S.C)

Institute : Govt. Tolaram College
Group : Business Studies
Result : G.P.A 3.40 Out of 5.00
Passing Year : 2014

SECONDARY SCHOOL CERTIFICATE (S.S.C)

Institute : I.E.T Govt. High School
Group : Business Studies
Result : G.P.A 3.75 Out of 5.00
Passing Year : 2012

KEY STRENGTHS:

- ❑ Manual Handling & Physical Fitness
- ❑ General Cleaning & Maintenance
- ❑ Time Management & Reliability
- ❑ Health & Safety Awareness
- ❑ Ability to Follow Instructions
- ❑ Team Collaboration
- ❑ Basic Repair & Tool Use
- ❑ Flexibility in Task Assignments
- ❑ Problem-Solving Abilities
- ❑ Strong Work Ethic

HOBBIS :



COMPUTERS SKILLS

- MS Office (Word, Excel & Powerpoint)
- Windows Operating System
- Internet browsing

XTRA CURRICULAR ACTIVITIES

- Ability to maintain work schedule
- Highly inquisitive
- Creative and resourceful
- Excellent skills in communication

PERSONAL INFORMATION

Name : Shakil Ahamed
Father's Name : Md. Mahamud Hossain
Mother's Name : Swapna Begum
Date of Birth : 1st November 1997
Place of Birth : Narayanganj
Nationality : Bangladeshi by birth
Gender : Male
Religion : Islam
Blood Group : O (+)
Marital Status : Unmarried
Height : 5 Feet 4 Inch
Weight : 50 Kg
Permanent Address : House No. 221, New Ailpara,
Pathantuli, Siddhirganj, Narayanganj.

REFERENCE:

1. Imran Mahmud

Bangladesh Institute of Capital Marketing-BICM
Lecturer
Cell: 01682801741

2. Rayhan HOssain Rony

Islamic Bank Bangladesh PLC
Trainer Asst. Officer Cash
Cell: 01833447002

DECLARATION

All hereby declare that the details and information given above are complete and true to the best of my knowledge.