



Mohammad Ariful

Business Graduate | Administrative & Office Support

 arifulmhm@gmail.com

 01884355596

 LinkedIn

 Dhaka, Bangladesh

PROFILE

Motivated Business Graduate with excellent communication and documentation skills, strong organizational ability, and a professional work ethic. A fast learner with a positive attitude, capable of handling office support, coordination, and administrative responsibilities efficiently. Committed to contributing value, maintaining accuracy, and supporting team success in any professional workplace.

EDUCATION

01/2023 – 12/2024
Laxmibazar, Dhaka,
Bangladesh

MBA(Management Studies)

Kazi Nazrul Islam Govt. College (University of Dhaka) 

- Coursework: Business Management, HR
- Focused on strategic management, behavior and leadership skills

01/2018 – 12/2022
Laxmibazar, Dhaka,
Bangladesh

BBA(Management Studies)

Kazi Nazrul Islam Govt. College (University of Dhaka) 

- Honours in Management Studies
- Relevant coursework: Finance, Marketing, Organizational Behavior

01/2016 – 12/2017
Dania, Dhaka,
Bangladesh

HSC (Business)

Dania University Collage 

- Completed Business/Commerce stream

01/2014 – 12/2015
Narinda, Dhaka,
Bangladesh

SSC(Business)

Narinda Govt High School 

- Completed Business/Commerce stream

PROFESSIONAL EXPERIENCE

07/2024 – 10/2024
Bangla Motor, Dhaka,
Bangladesh.

Administrative Intern

MHM Group 

- Assisted in administrative operations, document management and filing.
- Coordinated internal communication between departments to ensure smooth workflow.
- Developed professional office skills and gained hands-on exposure to corporate processes.
- Provided reliable support in scheduling, meeting coordination, and task prioritization, contributing to improved efficiency and timely completion of organizational activities.
- Contributed to improved office efficiency through effective scheduling and task coordination.

SKILLS

Communication

- Professional verbal & written communication
- Customer handling
- Email communication

MS Office

- MS Word, Excel
- Creating reports and formatting documents

Documentation

- Maintaining records
- Preparing reports
- Data entry with accuracy

Customer Service

- Handling inquiries
- Providing support
- Maintaining a positive customer experience

Time Management

- Prioritizing tasks
- Meeting deadlines
- Working efficiently under pressure

Problem Solving

- Identifying issues
- Finding simple & effective solutions
- Logical thinking

COURSES

04/2025 – 12/2025
Paltan, Dhaka,
Bangladesh

Web and Mobile App Development using Spring Boot, Android & Flutter

IsDB-BISEW IT Scholarship Programme

- Developed and deployed **full-stack web & mobile apps** with **Java, Spring Boot, Angular, Android, Flutter**, gaining hands-on experience in **APIs, SDLC, Git, debugging, and teamwork**.

01/2024 – 06/2024
Lakshmi Bazar, Dhaka,
Bangladesh

Microsoft Office – Word & Excel

Jubo Unnayan Proshikkhon Kendro (Youth Development Training Center)

- Gained practical skills in MS Word and Excel for professional office tasks

01/2023 – 06/2023
Mirpur, Dhaka,
Bangladesh

English Spoken & Communication Skills

Rahat's English Care

- Improved spoken English, professional communication skills.

LANGUAGES

- Bangla
- English

INTERESTS

- Leadership & Teamwork
- Problem Solving
- Learning New Skills
- Networking
- Technology & Innovation
- Sports

REFERENCES

G M Saiful Alam, *Faculty*, IsDB-BISEW IT Scholarship Program
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Jahidul Islam, *Deputy Junior Officer*, Pubali Bank PLC
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