



MD.KHALID IBNE SIFAT JIM

BSS GRADUATE

PERSONAL INFO

Phone:

01784266864

Email Address:

jimsorkar8@gmail.com

Address:

Mohakhali,Dhaka

SKILLS

- Office Administration
- Teamwork and Leadership
- Vendor & Supplier Coordination
- Time Management & Achievement
- Inventory & Stock Record Management
- Critical Thinking & Communication
- Meeting & Travel Coordination
- Documentation & Reporting
- Office Equipment & Facility Handling
- organized warehouse
- Employee Support

TECH SKILLS

- MS Office (MS Word, Excel , PowerPoint)
- Email Communication

LANGUAGES

- English (Good)
- Bangla (Fluent)

CAREER SUMMARY

"To obtain a challenging and long-term position that allows me to utilize my skills, knowledge, and experience to contribute to the achievement of the organization's goals. Committed to maintaining professionalism, innovation, and teamwork, while ensuring high-quality work performance. Focused on continuous personal and professional growth, with the aim of achieving financial and career advancement."

WORK EXPERIENCE

PRAN - RFL CENTRE , 105 Pragati Sarani, Middle Badda ,Dhaka-1212

Showroom Executive

- Managed daily showroom operations including documentation, reporting, and inventory record keeping.
- Assisted in maintaining office discipline, housekeeping supervision, and facility upkeep.
- Prepared sales and performance reports, ensuring accuracy and timely submission.
- Handled customer inquiries, sales, complaints, and communication professionally.
- Supported team members during events, promotions, and operational activities.
- Ensured visual presentation and organized workplace management.

EDUCATIONAL QUALIFICATION

Bachelor of Social Science (BSS)

2023

Govt. Edward University College, Pabna

Major: Political Science

CGPA : 3.20 (out of 4.00)

Higher Secondary Certificate (HSC)

2019

Shahzadpur Govt. College ,Sirajgonj

Group: Humanities

GPA : 3.92

Secondary School Certificate (SSC)

2017

Demra H.Z High School , Faridpur, Pabna

Group: Science

GPA : 4.64

CORE CAPABILITIES

- Ability to meet any challenge with confidence, determination & sincerity.
- Enjoy working under pressure, in different challenging and creative situations.
- Hard-working capability and retain temperament.
- Strong communication skills, good management, and ability to take leadership.
- Ability to learn quickly and implement efficiently.

EXTRA-CURRICULAR ACTIVITIES

- Participated in school and college-level cultural events and competitions
- Actively involved in academic and community-based projects
- Engaged in leadership roles during college activities
- Volunteered in local community service initiatives
- Participated in workshops and seminars to enhance personal and professional skills
- Organized and assisted in educational and social events at college.

PERSONAL DETAILS

- Date of Birth: 03 July 2002
- Marital Status: Single
- Nationality: Bangladeshi
- National ID: 1525852313
- Driving Licence No: PBN25001P038

REFERENCES

Md. Ziaul haque Khan
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Sincerely

Md.Khalid Ibne Sifat Jim