

# Syed Esfakur Alam

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## Career Objective

Dedicated and self-motivated Accounting graduate currently pursuing an MBA, with diverse experience as a Credit Officer, Sales (SR), HR, and Research. Skilled in Excel, Tally ERP, UI/UX Design, Photoshop, Illustrator, and Digital Marketing. Seeking a dynamic role where I can contribute to organizational growth while further enhancing my professional skills.

## Professional Experience

### Credit Officer

-  9 Apr 2022 - 30 Jul 2025 (3.3 years)
- Assessed client creditworthiness and processed loan documentation.
  - Enrolled new members and ensured compliance with financial policies.

### Sales Representative (SR)

-  7 Jun 2017 - 31 January 2022 (4.7 years)
- Met and exceeded daily and monthly sales targets.
  - Built and maintained strong customer relationships to drive repeat sales.

## Training & Certifications

### Sajida Foundation — May 2025

- Training on **Cyber Hygiene & Security**: Strong Passwords, Data Backup, Awareness, Antivirus, etc.

### Speaker Council Ltd, East Nasirabad, Chattogram — 12 August – 06 November 2024

- Training on **Spoken English**: Speaking, Reading, Writing, and Presentation Skills.

### Bangladesh Korea Technical Training Centre (BKTTC), Chattogram — 01 September – 26 December 2023

- Industrial training on **IT Support Technician**: MS Word, Excel, PowerPoint, Internet Browsing, PC Assembly, etc.

## Education

### MBA – Master of Business Administration

Govt. Hazi Mohammad Mohsin College, Chattogram  
Major: Accounting

### BBS – Bachelor of Business Studies

Omergoni M.E.S College, Chattogram — 2022  
Major: Business Studies  
CGPA: 2.88 / 4.00

### HSC – Higher Secondary Certificate

Omergoni M.E.S College, Chattogram — 2016  
Major: Business Studies  
GPA: 3.00 / 5.00

### SSC – Secondary School Certificate

Rahmania High School, Chattogram — 2014  
Major: Business Studies  
GPA: 4.44 / 5.00

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## Internship

### Youth Skill Development Institute (YSDI)

Department: Social Media

Duration: 2 Months

### GAO Tek Inc.

Department: Human Resources (HR)

Duration: 3 Months

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## Skills

### Technical Skills:

- Microsoft Word, Excel, PowerPoint
- Power BI
- Basic Knowledge of VAT & Tax
- Tally ERP 9
- Adobe Photoshop, Illustrator
- UI/UX Design
- Facebook Marketing
- Digital Marketing Basics

### Soft Skills:

- Teamwork & Leadership
  - Communication & Public Speaking
  - Problem Solving
  - Project Management
  - Working Under Pressure
  - Self-Motivation
  - Flexibility
  - Positive Attitude
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## Languages

- **Bangla:** Native
  - **English:** Excellent
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## Personal Details

- Father's Name : Syed Nurul Kamal
  - Mother's Name : Syeda Monoara Begum
  - Date of Birth : 01 July 1999
  - Blood Group : A+
  - Marital Status : Unmarried
  - Nationality : Bangladeshi (By Birth)
  - Permanent Address : Vill: Middle Chapachori, P.O: Chapachori, Banshkhali, Chattogram
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## Acknowledgement

I, **Syed Esfakur Alam**, declare that the information provided above is true and accurate to the best of my knowledge and belief.

*Syed Esfakur Alam*

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