

Curriculum Vitae of **SK. Naimul Islam**

House No. 18, West Baniyakhamar, Main Road, Khulna
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Career Objective

I want to ensure the development of organizational growth via achieved skills, experience, and dedication. I serve while advancing my professional development along with the organization's long-term vision.

Career Summary

I have more than 4.5 years of experience in administration management, office coordination, stakeholder communication & coordination, client management, accounts management, financial administration, and community outreach via product sales. Currently serving as Regional Coordinator at Mumble Bangladesh, where I manage admin & accounts-related paperwork, financial documentation, petty cash handling, and weekly reporting alongside office administration. Previously, I worked as Accounts Officer at Khulna Diabetic Hospital, overseeing financial statement preparation, billing, payroll, and financial record-keeping as well as office/ admin management. Besides, I am experienced in pharmaceutical marketing at Mundi Pharma Bangladesh Pvt. Ltd. From the academic perspective, I have completed BBA and MBA degrees in Management, with hands-on training in office and accounts management. I am proficient in Microsoft Office (Word, Excel, Power-point), with strong attention to accuracy, responsibility, and teamwork.

Work Experience (4.5 years)

1. Admin and Regional Coordinator (0.9 year)

Mumble Bangladesh Khulna Region | Jan 5, 2025 – Dec 30, 2025

Major roles and responsibilities:

- Managing day-to-day administrative and accounts operations, including office coordination, scheduling, and logistics management.
- Maintaining official records, correspondence, and ensuring compliance with organizational procedures
- Supporting field teams and internal departments with necessary documentation and supplies
- Assisting in report preparation, data entry, and communication between departments.

2. Assistant Accounts Officer (acting) and Supervisor (2.8 years)

Diabetic Association Khulna (Diabetic Hospital Br.) Khulna | Feb 5, 2022 – Dec 30, 2024

Major roles and responsibilities:

- Maintained accurate financial records, including journal entries, bill vouchers, income, and expense documentation.
- Facilitated internal audits and prepared comprehensive monthly financial reports.
- Managed patient billing, payroll processing, and timely supplier payments.

- Ensured compliance with hospital accounting policies and government regulations

3. Professional Sales Officer (0.6 year)

Mundi Pharma Bangladesh Pvt. Ltd., Bagerhat | Jul 1, 2021 – Jan 30, 2022

- Promoted pharmaceutical products to healthcare professionals
- Built and maintained strong relationships with doctors and pharmacists
- Achieved sales targets and supported territory business growth by about 130%

Academic Qualifications

Degree Title	Name of Institution	University/ Board	Year	Result (C/GPA)
MBA in Management	Azam Khan Govt. Commerce College, Khulna	National University	2019	2.91 / 4.00
BBA (Hons) in Management	Govt. Sundarban Adarsha College, Khulna	National University	2018	2.90 / 4.00
H.S.C (Business Studies)	Govt. Sundarban Adarsha College, Khulna	Jashore Board	2014	3.60 / 5.00
S.S.C (Business Studies)	St. Xavier's High School, Khulna	Jashore Board	2012	4.38 / 5.00

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Tally Application

Training

- 6-Month Computer Office Application Course (Youth Training Center, Department of Youth Development, Khulna) in 2015
- Training on Financial Accounting and Reporting Fundamentals from Mumble Bangladesh in 2025

Language Proficiency

Bengali: Native

English: Working Knowledge

Personal Information

Full Name:	Sk. Naimul Islam	Mother's Name:	Nasima Shahid
Father's Name:	Sk. Shahidul Islam	Date of Birth:	October 16, 1997
Gender:	Male	Marital Status:	Married
Nationality:	Bangladeshi	NID No:	4653002958
Blood Group:	O (+) Positive	Religion:	Islam
Permanent & Present Address:	House No. 18, West Baniyakhamar, Main Road, Khulna-9100		

References

Name: Md. Mehadi Hasan
Manager, MEAL
BRAC
BRAC Head Office
Mobile: +88 01749-648267

Name: Palash Kumar Sen
Lecturer (Accounting)
ID-101806846
Azam Khan Govt. Commerce
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Mobile: +88 01961-105139

Declaration

- ✓ I hereby declare that all the information provided above is true and correct to the best of my knowledge.

Sk. Naimul Islam

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