



Naimul Hoque

Contact

01309-721428,
01818-468184
@ nayemhoque34@gmail.com

C/O: Kadal Fakirer Bari
Village: Binanihara, 04 No. Ward,
06 NO. Kushumpura Union, P.O. :
Mansha,
P.S.: Patiya, Dist.- Chattogram

About Me

Achieving a dynamic and challenging job where I can use my interpersonal skills, creativity and above all my learning experience in order to develop my career as well as to contribute in the welfare of the organization

Skills

- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership

Education

Bachelor of Business Studies (B.B.S) (Pass)

Institution : Patiya Govt. College
CGPA : 2.64 Out of 4.00
Group : BBS
Passing Year : 2019

Higher Secondary Certificate (H.S.C)

Institution: Mansha high school And College
Board : Chittagong
Passing Year: 2016
Group : Science
Result: GPA- 2.50 (Out of 5.00)

Secondary School Certificate (S.S.C)

Institution: Mansha high school
Board : Chittagong
Passing Year: 2014
Group : Science
Result: GPA- 3.81 (Out of 5.00)

Experience

Trainee Assitant officer (Cash)

2023 - 2025

Islami Bank Bangladesh PLC

Cash Management, Customer Service, Financial Transactions, Account Operations, Deposit & Withdrawal Handling, Fund Transfer Processing, Transaction Accuracy, Vault Operations

Accountant

2022 - 2023

Al Jamal Islamic Academy

Financial Accounting, Bookkeeping, Ledger Management, Accounts Payable & Receivable, Budget Preparation, Expense Tracking, Payroll Management, Financial Reporting, Bank Reconciliation, Cash Flow Management

Language

- Bengali – Native
- English – Professional Working Proficiency



References

Md. Ziaul Hoque

Govt. Officer

Designation: Sergeant (Bangladesh Air Force)
Relation: Brother
Phone: 01822-378683
Email : mdziaul470574@gmail.com

Rokan Uddin

Professor

Designation: Lecturer (Chittagong University)
Relation: Cousin
Phone: 01819-097919
Email : rokancu@gmail.com



Extra curricular

IBTRA Course - 2024

Islamic Shariah Course - 2025

IT Releted Course - 2025



IT/Computer Skills

- Office Management: MS Word, MS Excel, Power Point etc.
- Internet Browsing
- Basic Knowladge of IT
- Computer literacy
- Email management



Personal Information

Name :	Naimul Hoque
Father's Name:	Md. Bodiul Alam
Mother's Name:	Ferdousi Yeasmin
Date of Birth:	05th March, 1998
Address:	O: Kadal Fakirer Bari Village: Binanihara, 04 No. Ward, 06 NO. Kushumpura Union, P.O. : Mansha, P.S.: Patiya, Dist.- Chattogram.
Religion :	Islam
Gender :	Male
Marital Status :	Unmarried
Blood Group :	B+
Height:	5ft 7inch
Weight:	72KG
Nationality :	Bangladeshi
NID No:	7355108668



Declaration

I hereby, declare to the best of my knowledge and belief that this CV correctly describes my qualifications and me.

Signature