

RESUME
OF MD. SHOREFUL ISLAM



Present Address: Wadi Al safea 3, majan 3 , Al Barari, Dubai, UAE

Mobile: +971 55 758 0640, **E-mail:** shoreful.islam44@gmail.com

CAREER OBJECTIVE:

To develop career in a suitable organization where I would be able to use my interpersonal and presentation skills effectively and enhance your organization's brand image.

EDUCATIONAL QUALIFICATION:

- **Bachelor of Business Administration (BBA)**
International University of Business Agriculture and Technology (IUBAT)
Major: Marketing, CGPA: 3.26 in the Scale of 4.00, Year: 2017
- **Higher Secondary Certificate (H.S.C)**
Collage: Uttara Commerce College, Group: Business Studies,
Board: Dhaka, GPA: 5.00 in the Scale of 5.00, Year: 2013
- **Secondary School Certificate (S.S.C)**
School: Tongi Pilot High School & Girls College, Group: Business Studies,
Board: Dhaka, GPA: 4.69 in the Scale of 5.00, Year: 2011

WORK EXPERIENCE(S):

Kindred Food Garden (Restaurant and Party Center -Banani, Dhaka-1213)

Manager-Accounts & Purchase (May 2022 to Present)

- Operate and control all financial transaction including cash counter and operate POS software.
- Prepare monthly reports for costs and market conditions.
- Prepare daily sales, payment and expenses report.
- Assist manager in smooth running of restaurant all departments.
- Manage the budget for purchasing department.
- Create specifications for the delivery of new products.
- Process purchase of an average orders and requisitions for products.
- Work with other staff members to generate product specifications and resolve issues with contracts and supplies.
- Communicate with prospective vendors to determine terms and availability.
- Ensure that all employees were working in compliance with legal, safety, hygiene and environmental standard.
- Obtained customer feedback to improve quality of dining and service level.

Gulf International Associates Ltd., Assistant Manager-Accounts, March 2018 to April 2022

- Have prepared Sales Register, Cash and Cheque register, Deliver Challan, Return Challan, and Order Requisition form and others on the daily basis.
- Banking transactions, bills submit and sales payments collection on daily basis.
- Have prepared sales and payment collection reports and related documents.
- Have prepared sales and others bills including conveyance, mobile, transportations and others.
- Responding customer inquiries through phone calls, email and direct visit.

Joytun Developers Ltd., Internship, Sales & Marketing, Sept 2017 to Dec 2017

OTHER WORK EXPERIENCE(S):

❖ **Founding Member** of IMA (IBS Marketing Association, IUBAT),

❖ **General Secretary** at IMA (IBS Marketing Association, IUBAT),

Duration: December 2014 - December 2017

- Arrange Cultural program, Seminars and weekly meeting.
- Managing Social media page and group and all promotional activities.

CERTIFICATE COURSE:

- Advance MS Excel Training (two months course) from training institution named "Vacancy Announcement of BD".

PERSONAL INFORMATION:

- **Father's Name** : Md. Abdul Kader
- **Mother's Name** : Sultana Begum
- **Permanent Address** : Vill: Gultia, P.O: Muljan, District: Manikgonj
- **Present Address** : Khilbairertek, Shahjadpur, Gulshan, Dhaka-1212
- **Date of Birth** : 23rd August 1996
- **Nationality** : Bangladeshi (By Birth)
- **NID No** : 7807642827
- **Passport No** : A04921071
- **Birth Place** : Manikgonj
- **Marital Status** : Unmarried
- **Contact No** : +88 01758694992
- **Blood Group** : A+ (Positive)
- **Religion** : Islam

LANGUAGE EFFICIENCY:

- Bengali - both verbal & written.
- Fluent in English-both verbal & written.
- Hindi (Speaking)

COMPUTER SKILL(S):

- Consummate in POS Software,
- Consummate in Microsoft Office (Word, Power Point and Excel).
- Internet Browsing

OTHERSSKILL(S):

- Team Leadership
- Documentation and Recordkeeping, investigate complain, Inventory Management and Budget Management.
- Time Management Work planning and Prioritizing
- Worked in Juice Bar & Café (Can make fresh juice, Espresso, Cappuccino, Black Americano, Cold Coffee, Chocolate Cold Coffee)

EXTRA CURRICULAR ACTIVITIE(S)& ACHIEVEMENT(S):

- Organized many seminars and workshop Include “Career Workshop and Recruitment Session of Augmedix”, at IUBAT.
- Works as volunteer in many academic and cultural programs.

INTERESR(S):

- Traveling different places
- Cooking and preparing different recipes
- Playing Football

DECLARATION:

I do hereby declare that the above information is true and correct.

REFERENCE(S):

Syed Asif Ahmed

Assistant Manager, at Media

FCB Bitopi Integrated Marketing Agency

Plot No 180, Block B, Basundhara R/A,

Dhaka 1229,Email: syedasif2850@gmail.com

Cell: +88 01676213471

Md. Shoaib Islam Saiful

Manager, at Brand Service

Nationhive (Digital Marketing Agency)

House: 42/A, Road:7, Sector 3.Uttara, Dhaka-1230.

Email: Shoaibsaiful6@gmail.com

Tel: +8801741501070

Yours truly,



Md. Shoreful Islam