

PERSONAL INFORMATION



WORK EXPERIENCE

Feb 2022 to Continue

March 2019 to March 2021

EDUCATION

Minhajul Islam



Shahajala Uposohor, Block-D, R/N-30, H/N-05, Sylhet-3100, Bangladesh



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Sex Male | Date of Birth 31st October 2000 | Nationality Bangladesh

Al-Khaled Medical Services Ltd.

Position: **Front Desk Executive (Cashier) & Administrative Assistant**

Location: 04, Moubon (Ground Floor), Sobhani Ghat, Sylhet.

Duties & Responsibilities: **Front Desk Executive (Cashier)**

- Verify Passenger
- Collect Medical Fee
- Registration
- Handling Passenger

Duties & Responsibilities: **Administrative Assistant**

- Assisting patients with basic paperwork.
- Use medical software to support all transactions.
- Managing accounts receivable and payable and maintaining financial records.
- Collaborating with doctors and nurses to assist with medical examinations, scheduling checks and order delivery.
- Keeping patient up to date with medical results and all important document changes.

Fu-Wang Foods Ltd.

Position: **Accounts Officer**

Location: Mohipal, Feni & Sonapur, Noakhali.

Duties & Responsibilities: **Accounts Officer**

- Keep all the accounts of the branch in order.
- To keep in touch with all the dealers of the company and to get all kinds of data entry from them.
- The goods coming from the company and completing the delivery.
- Ensuring payment of goods through banks from dealers.
- Working Order Sheet in the Microsoft Office Excel and Office Word.
- Store maintenance, receiving goods items, keeping in the store & Delivery.
- Monthly Plan and collect a monthly cost, schedule sales to dealers.
- Report to Branch In-Charge.

2018 Higher Secondary Certificate (H.S.C)

Institution: Feni Government College Group: Humanity

Result: GPA- 2.84 out of 5.00 Board: Cumilla

2016 Secondary School Certificate (S.S.C)

Institution: Feni Government College Group: Business Studies

Result: GPA- 4.22 out of 5.00 Board: Cumilla

PERSONAL SKILLS

Mother Tongue(s)

Bangla

Other Language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken Interaction	Spoken Production	
B1	B1	B1	B1	B1

Levels- A1/2: Basic User, B1/2: Independent user, C1/2: Proficient user

Computer Skills

- Have a good working ability with MS Word (English -30 words & Bangla-20 words per minute).
- MS Excel any worksheet making.
- Data entry.
- Mailing & Internet Browsing
- Adobe Photoshop & etc.

Others Skills

- Safety oriented
- Time Management
- Work Under pressure
- Learn quickly any work and can get good achievements.
- Multi-tasked.
- Strong Communication.
- Adaptable.
- Customer Service.

Driving Skill

- Basic maintenance knowledge.
- Physical fitness and strength.
- Efficiency and time-management.

OTHERS INFORMATION

Father Name : MOHI UDDIN.
 Mother Name : SAHENA AKHTER.
 Religion : Islam
 Marital Status : Single
 Blood Group : AB (+ve)
 Permanent Address: Bodor Uddin Patowary Bari, East Chandrapur,
 Gazaria Bazar, Dagonbhuiyan, Feni.

OVJECTIVE

To work in any entry-level management position where I can earn practical Organizational experience and would share or apply my learning's, experience and skills for increasing profits and excellence of Company.


 Signature