

Resume of

MD. SIRATUL MUSTAKIM

📖 151/3/B/1 (5th Floor), Jheel Kanon,
Wapda Road, West Rampura, Dhaka-1219
📞 +8801811-114949, +8801723-330005
✉️ sirat.ewu@gmail.com
🌐 Linked In: Siratul Mustakim
🌐 siratul-mustakim.weebly.com



CAREER OBJECTIVE

I want to make myself as a corporate person in a dynamic environment that will help me to acquire knowledge of new skills and technologies while utilizing my educations, experiences and creativity to improve beyond my current potentials.

ACADEMIC QUALIFICATION

BBA	East West University, Dhaka Major in MIS, Minor in HRM Achievements: CGPA - 3.21 in the scale of 4.00 Relevant Coursework: <i>Structural Programming, System Analysis and Designing, Networking and Operating Systems, Relational Database Management Systems, Database Systems, E-commerce and Web Programming, Human Resource Planning, Training and Development, Human Resource Information Systems</i>	2017
HSC	Govt. Ashek Mahmud College, Jamalpur Concentration on Business Studies, Dhaka Board Achievements: GPA - 4.20 in the scale of 5.00	2011
SSC	Jamalpur Zilla School, Jamalpur Concentration on Business Studies, Dhaka Board Achievements: GPA – 5.00 in the scale of 5.00	2009

ACADEMIC PROJECT

- Thesis: *Opportunities and Obstacles of sellers to expand their sells in electronics platform in Bangladesh*
- Developed a full offline website by Adobe Dreamweaver
- Database manipulation in an online webpage and also offline by MS Access
- Created a network environment in different PC by LAN cable and HUB
- Prepared a full payroll system of a company by MS Excel

SKILLS

- MS Office 2016
- Basic (C, HTML, PHP, MySql, CSS, VB, Adobe Photoshop)
- IP addressing & subnetting
- Capability of solving the basic system problem of Windows OS PC and also hardware installation
- Communication and Interpersonal skills
- Planning and organizing skills
- Fluent in English and in Bengali in terms of speaking & writing
- Coordination, Presentation, Negotiation skills

EXTRA CURRICULAR ACTIVITIES

- **Quarterfinalist** of “*Intra-University Info Board Competition 2016*” by East West University Agro Industrialization Club
- **Participant** of “*Presentation Competition 2015*”
- **Volunteer** of “*EWU Winter Smash 2016*” by East West University Sports Club

PERSONAL DETAILS

Father's Name : Md. Farid Uddin
Mother's Name : Setara Begum
Date of Birth : 24 October 1993
Nationality : Bangladeshi
Religion : Islam
Marital Status : Single
Blood Group : O+ (ve)
Permanent Address : Chalapara, House No: 77, Road No: 3/2, Block No: 2/5, Jamalpur

REFERENCE (S)

1. Abu Sadat Mohammad Asif

Assistant Professor
East West University
Cell: +8801913-373155
Email: ashif@ewubd.edu

2. Mominul Islam

Inspector of Police
Joydebpur Police Station
Gazipur
Cell: +8801711-039875

I hereby declare that the above statements are correct and complete to my best knowledge.

(Md. Siratul Mustakim)