



RESUME OF

AMINUL ISLAM

Junior Executive

CONTACT

+8801831617693

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Adress:120,Hadira bazar
Road,Gopalpur,Tangail-1997.

LANGUAGES

Bangla

English

SKILLS

- *Data entry & Documentation
- *MS Office(Word,Excel,Powerpoint)
- *Customer Interaction & Support
- *Leadership & Teamwork Activities

INTERESTS

- *Community development and social service
- *Volunteering and humanitarian activities
- *Research,project management &teamwork
- *Travelling,participation in sports &exploring diverse communities.

PROFILE

I am a highly proficient For administrative and Sales with over One years of experience working in various companies. Throughout my career, I have consistently demonstrated reliability, competence, and a focused approach to my work. I have successfully led visited many School Convence Teacher And student across diverse areas, including marketing,working with my team , and other related disciplines. My expertise encompasses a wide range of rear tasks, ensuring high-quality results that meet the unique needs of each project and client.

EDUCATION HISTORY

Bechalor of Social Science,Department Of Economics
Dhaka College,Dhaka. Passing Year:2023; CGPA;3.00

Higher Secondary Certificate(HSC), Science Group
Govt.Science College,Tejgaon.Passing Year:2019; GPA:3.92

Secondary School Certificate(SSC), Science Group
Dhanbari Collegaite School,Tangail.Passing Year:2016;GPA:5.00

WORK EXPERIENCE

Jr. Executive, Udvash-Unmesh-Uttoron, Feb 2025 – Present

- Coordinating administrative and Academic Activities.
- Maintaining Student And Teacher records And assisting in Admission Processes .
- Supporting team operations to smooth workflow

Sales Associate, Aarong-Mohammadpur, April 2024– September 2024

- Handled customers Queries and resolved Complaints Professionally.

