

*Resume*  
*Of*  
*Sheikh Iftekhar Mahmud*



***Mailing Address:***

35/33 Satish Sarkar Road, Gandaria, Dhaka-1204

Cell: +8801891767049

Email: [rltradeint@gmail.com](mailto:rltradeint@gmail.com)

***Career Objective***

Achieving a job where I can properly use my education and interpersonal skills and experience, expand my knowledge and offer opportunities for personal and professional growth in order to develop my career as well as to contribute in welfare of the Institution.

***Academic Qualification***

**Bachelor of Commerce**

Passing Year : 2002  
Board : Dhaka  
Name of Institution : GOVT. Kabi Nazrul Collage  
Result : 2<sup>nd</sup> Class

**Higher Secondary Certificate (H.S.C)**

Passing Year : 2000  
Board : Dhaka  
Name of Institution : GOVT. Kabi Nazrul Collage  
Result : 1<sup>st</sup> Division

**Secondary School Certificate (S.S.C)**

Passing Year : 1998  
Board : Dhaka  
Name of Institution : Nawabpur GOVT. High School  
Result : 1<sup>st</sup> Division

***Language Proficiency***

Bengali (Mother Language).  
English (Listening, Writing & Reading Ability).

### ***Personal Profiles***

Father's Name : Late. Shaikh Nurul Amin  
Mother's Name : Late. Mahmuda Begum  
Permanent Address : 25 Gopi Mohon Boshak Lane  
Home District : Dhaka  
Date of Birth : 14-10-1981  
Marital Status : Married  
Sex : Male  
Religion : Islam  
Nationality : Bangladeshi (by Birth)

### ***Computer Skills:***

- Office Management : MS Word, MS Excel & MS Power Point.
- Internet : E-mailing & Internet Browsing.

### ***Hobby***

Reading, Traveling, Interested to take part in cultural and social welfare activities.

### ***Personal Strengths:***

Good communication interpersonal skill.  
Self motivated.  
Positive attitude.  
Ability to work independently.  
Quick decision-making ability.

### ***Work Experience.***

- Global Securities Ltd. Booth Incharge in 5 years
- R.L Trade International (Fabric Import) Incharge in 6 years.
- Four Square Electronics (Accounts) Incharge in 2 years 7 month.

Signature

-----  
Sheikh Iftekhar Mahmud  
Date: