



ISLAM
MD. JAMIRUL



CONTACT



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Dhaka- 1207.



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/jamirul.info

SKILLS

PROFESSIONAL SKILLS

- ERP Systems & CRM Software
- Data analysis & Reporting
- Market analysis & Customer insight
- Project management
- Leadership
- Communications
- Team Work

CERTIFICATIONS & AWARDS

- **Human Resource Management** – International Business Management Institute (IBMI) | 2025 (6-month Online Course)
- **Cyber Hygiene** – APAC Cybersecurity Fund, The Asia Foundation | 2025
- **Microsoft Excel** – 10 Minute School | 2025
- **Digital Marketing Campaign Planning** – Muktopaath | 2022
- **Troubleshooting in Operating System** – a2i, ICT Division | 2022



PROFILE

I am a self-inspired man. Well organized, friendly and can easily interact with people at all levels. I am also a slugger and do not shy away from hard work. I have the capability to work under pressure with fast learning. Have ability to adapt to situations. Believe in teamwork. Excellent in interpersonal communication. Have struggled and succeeded against great odds to arrive where I am.

To become a dynamic and versatile person who is capable of merging innovative ideas technologies, knowledge's, and experience for positive contribution towards business sector.



EXPERIENCE



Sr.Officer (Procurement & FTP)

- Procurement Management & Vendor Negotiation • Cost Optimization & Budget Control • Supplier Relationship Management • FTP Operations & File Transfer Automation • Data Management & File Integrity Checking • Troubleshooting & Technical Support • Process Improvement & Workflow Automation • Reporting & Documentation



Sr.Officer – Business Development & Recovery (1 years)

- Identify and pursue new business opportunities to drive growth • Manage and execute debt recovery and collection processes • Maintain strong customer relationships to ensure satisfaction and retention • Support sales targets and revenue generation initiatives • Prepare and analyze reports for performance tracking and decision making



Officer & Team Leader – Customer Support (2 years)

- Skilled in managing and supervising teams to ensure high-quality customer service. Experienced in overseeing customer support operations, team management, problem-solving, and improving service quality. Capable of providing effective leadership to enhance customer satisfaction and achieve organizational goals.including office contracts.



EDUCATION



Secondary School Certificate 2013
Birshrestha Munshi Abdur Rouf Public College.
Field: Business Studies (GPA- 4.38 Out of 5)



Higher Secondary School Certificate 2015
Birshrestha Munshi Abdur Rouf Public College.
Field: Business Studies (GPA- 4.00 Out of 5)



Bachelor of Business Studies 2020
Institute of Science and Technology, Bangladesh.
Field: BBA (Major in Marketing) (CGPA- 2.69 Out of 4)



Masters of Business Administration 2023
Institute of Science and Technology, Bangladesh.
Field: MBA (Major in Marketing) (CGPA- 3.00 Out of 4)



ABOUT ME

Father:	Md Nazrul Islam
Mother:	Mohima Aktar
Permanent Address:	Vill: Nilambordi Post: Mohendrodi, Sub Dis: Rajoir, Dist: Madaripur
D.O.B:	17 th Jan 1997
Gender:	Male
Marital Status:	Married
Religion:	Islam
Blood Group:	O (+ve)
Nationality:	Bangladeshi (By Birth)
Height:	5.10"



HOBBIES & INTERESTS



Traveling



Shopping



Music



Video Games



Movies