



MD. SAKAOAT ALAM

Mailing Address : 102/81-0 Waqf Building,Naif,Deira,Dubai,United Arab Emirates

+971 52 820 2336 | md.sakaoataram1996@gamil.com

in md-sakaoat-alam-387138185

Objective

To pursue a highly rewarding career, seeking a job in a challenging & healthy work environment where I can utilize my skills & knowledge efficiently for organizational growth.

Summary Of Skills

- Type 50 words per minute.
- Exceptional phone etiquette.
- Strong and accurate data-entry skills.
- Continuous work experience of research in education.
- Ability to collect, manage, and use research data properly.
- Ability to work with teachers, students, and research team.
- Adept in writing research reports and give presentations on research.
- Highly developed interpersonal skills, using tact, patience, and courtesy.
- Outstanding organizational, time management, and communication skills.
- Familiarity with using basic office equipment, such as copiers, fax machine

Area Of Interests

- Bank,Marketing,Corporate sales,Distribution,Research, Field Visit, Survey, Data Collection etc.

Education

- | | |
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| • Govt.Hazi Mohammad Mohsin College,Chattagram,Bangladesh
MBA (Management)
Awaiting result | 2020 |
| • Hathazari Govt. College,Chattagram,Bangladesh
BBA (Management)
2.74/4 | 2019 |
| • Hathazari Govt. College,Chattagram,Bangladesh
HSC (Business Studies)
3.25/5 | 2015 |
| • Kotowalighona Ideal High School,Chattagram,Bangladesh
SSC (Business Studies)
3.81/5 | 2013 |

Personal Details

- | | |
|---------------------|---|
| • Date of Birth | : 01-10-1997 |
| • Marital Status | : Unmarried |
| • Nationality | : Bangladeshi(By birth) |
| • Religion | : Islam |
| • Passport | : A12020731 |
| • Gender | : Male |
| • Permanent Address | : Hazi Saleh Ahmed Sawdagor Bari,Word -01,Kotowalighona,Gohira(4343),Rawzan,Chattagram,Bangladesh |
| • Age | : 26-27 Years |
| • Blood group | : B+ |
| • Eid Number | : 784-1997-9118221-7 |

Awards

- Best socialist award during graduation.
- Secured 2nd Position in "Social Economy" Seminar in 2017.
- Actively participated in various sports activities for inter school.
- Won 1st prize in the 'Best Event Management' at the University in 2018.

Personal Attributes

- Quick learner
- Sense of urgency
- Good analytical skills
- Negotiation convincing skills
- Communication Skills (verbal, written and visual)
- Personal Skills (Enthusiasm, Trustworthiness, Creativity, Discipline, Patience, Respectfulness)

Extra Co-Curricular Activities

- Organized college and school events.
- Former member of scouts from 2013 to 2015
- Arranged in study tour of 200+ students in my students' life.
- Actively participated in various sports activities for inter school.
- Volunteered to a training on "Career Planning & CV Writing" for "Career Institute" in 2019.

Languages Skills

- Bengali : Native proficiency
- English : Professional working proficiency
- Hindi : Speak Only
- Urdu : Speak Only

Digital Skills

- Office application : MS Office (Word, Excel, PowerPoint)
- Internet application : Basic Internet, Web Research, Searching LinkedIn

Experience

- | | |
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| • Bismillah Enterprise , Bangladesh
Manager | July 2021 - Nov 2023 |
| • Partex Star Group (IBU -01) , Bangladesh
TSO | Jan 2019 - May 2021 |
| • Data Exchange , Bangladesh
Data Entry Operator | Jan 2018 - Nov 2018 |

Declaration

- I do hereby declare that the information given above is true of my knowledge.



MD. SAKAOAT ALAM