



MD SIAMUL ISLAM

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ABOUT ME

A business professional currently working as a General Manager at a leading visa consultancy firm, with hands-on experience in client management, finance, and daily business operations. Known for building strong client relationships and leading teams effectively, with practical skills in accounting tools like QuickBooks and Xero. Passionate about growing businesses, solving real-world challenges, and continuously developing expertise in financial analysis and international business.

WORK EXPERIENCE

Visa Hub Bangladesh Ltd. – Dhaka, Bangladesh

General Manager

[1 Oct 2024 – Current]

- Client Management
- Team Leadership
- Project Management
- Business Development
- Problem Solving
- Reporting & Communication
- Strategic Planning

Visa Hub Bangladesh Ltd. – Dhaka, Bangladesh

Accounts Manager

[1 May 2024 – 30 Sep 2024]

Account Oversight, Problem Resolution, Invoicing and Collections, Budget Management, Financial Reporting, Team Coordination, and Client Communication, Preparing Proposals and Reports, Responding to internal and external queries (clients, vendors, management), Bank reconciliations And many more

Popular Diagnostic Centre Ltd. – Rajshahi, Bangladesh

Customer Service Officer

[9 Sep 2023 – 30 Apr 2024]

- Handle patient inquiries, appointments, and service-related information
- Register patients and maintain accurate records in the system
- Coordinate with doctors, lab technicians, and other departments to ensure smooth service delivery
- Assist patients with test procedures, billing, and report collection
- Manage front desk operations and ensure a welcoming environment

 **Hotel Fountain** – Dhaka, Bangladesh

Sr. Sales & Marketing Executive

[15 Mar 2021 – 25 Oct 2022]

Corporate and travel agent room sales were my responsibilities. Besides, an in-depth understanding of the hotel industry's business strategies is followed by goal-setting and the creation of action plans to achieve those goals. On the other hand, I represent hotel in various events and exhibitions. At the end, I provided the highest quality of service to the customer at all times.

EDUCATION AND TRAINING

Bachelor of Business Administration

Govt Azizul Haque College Bogra, Bangladesh [31 Dec 2015 – 30 Dec 2019]

Field(s) of study: Marketing | Final grade: CGPA-2.98(out of 4.00)

Higher Secondary Certificate

BIAM Model School & College [31 Dec 2013 – 29 Dec 2015]

Field(s) of study: Business/Commerce | Final grade: GPA-4.83(out of 5.00)

Secondary School Certificate

Armed Police Battalion Public School & College [31 Dec 2002 – 29 Dec 2013]

Field(s) of study: Business/Commerce | Final grade: GPA-4.69(out of 5.00)

Bookkeeper With AMS-Quickbooks, Xero & Wave

instructory

Address: House 06, Rd No.17A, 1213 Dhaka (Bangladesh) | Website: <https://instructory.net/>

The Fundamentals Of Digital Marketing

Google Digital Garage [7 Mar 2021 – Current]

LANGUAGE SKILLS

Mother tongue(s): Bengali

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Hindi

LISTENING C2 SPOKEN PRODUCTION C2

SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Quickbooks Desktop / Quickbook Online / Xero - accounting management software / Wordpress in WooCommerce / Email Marketing (Mailchimp, eSputnik) / Basic knowledge of Canva / Team-work oriented / Organizational and planning skills / Microsoft Office Proficiency (Excel, Powerpoint, Word) / Business Development / Operations Management

VOLUNTEERING

[31 Dec 2013 – 30 Nov 2015] Bogura, Bangladesh

Scouting It is an international organization for Scouts, and I had an excellent summer experience there. After that, I applied what I learned during college events.

RECOMMENDATIONS

Name: Md Shahinur Islam | DGM At Rajshahi Krishi Unnayan Bank

Siamul is incredibly resourceful and detail-oriented. His problem-solving skills and proactive attitude helped drive success in several challenging projects. I fully recommend him to any organization looking for dedication and expertise.

Email: shahinsporakub@gmail.com | **Phone number:** (+880) 1716542139

Name: Md Shahadat Hossainn | Managing Director At VISA HUB BANGLADESH LTD.

Siamul has a unique ability to understand complex challenges and provide innovative solutions. His expertise in office management, errorless accounting reports and business development projects made a significant impact on our success

I strongly recommend

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