

MD. MOSTOFA ADNAN

Address: 272/Ka West Agargong, Kafrul, Dhaka
 Primary Mobile No: 01782870547
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Career Objective:

Seeking a suitable position in an organization where discipline and high tech environment will ensure personal as well as career development

Career Summary:

To run a responsible position where I can use educational interpersonal skill creativity and all my learning experience in order to develop my career and ass contribute in Rue welfare the organization.

Special Qualification:

Doctors Chamber Assist.Radiology, Imaging ECG, ECHO, ULTRASONOGRAPHY, HR Admin, Microsoft office Word, Excel, Accesses &Power Point.Adobe Creative Suite Photoshop, Illustrator.Networking Online, Offline and managing etc.

Employment History:

Total Year of Experience : 6.7 yrs

1. Receptionist Cum Sr. Billing Officer (3 yrs)

(January, 2020 - Continuing)

Royal Multispeciality Hospital & Diagnostic center

20/3 Babor Road, Block-B, Mohammadpur, Dhaka 1207.

Area of Expertise

3 years experience in similar field (2.5 yrs)

Duties/Responsibilities

• Office Executive.

• Accounts Officer (CCO).

• Doctor's Chamber Assistant.

• Radiology, Imaging (ECG, ECHO, ULTRASONOGRAPHY).

• Microsoft office (Word, Excel, Accesses &Power Point).

• Adobe Creative Suite (Photoshop, Illustrator).

• Networking (Online, Offline and managing etc.)

• Electrical House Wiring &Equipment Installations.

2. Head IT Officer (4 yrs)

(January, 2019 - Continuing)

Royal Multispeciality Hospital & Diagnostic center

20/3 Babor Road, Block-B, Mohammadpur, Dhaka 1207.

Area of Expertise

At least 4 years NGO experience (3.8 yrs)

Duties/Responsibilities

• Office Executive.

• Accounts Officer (CCO).

• Doctor's Chamber Assistant.

• Radiology, Imaging (ECG, ECHO, ULTRASONOGRAPHY).

• Microsoft office (Word, Excel, Accesses &Power Point).

• Adobe Creative Suite (Photoshop, Illustrator).

• Networking (Online, Offline and managing etc.)

• Electrical House Wiring &Equipment Installations.

3. Manager & Network Administer (2.7 yrs)

(May, 2016 - January, 2019)

ITC Internet

Road- 17, House- 31 Ground Flore, Block- D Mirpur- 12 Dhaka- 1216

Area of Expertise

3 years experience in similar field (2.7 yrs)

Duties/Responsibilities

Troubleshoot any problems on the customer line, solve any problems on the main line, fix any problems on the server, clear the office accounts, etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Kamil (Madrasah)	IT Administration	Sohid Muktijoddha Jamia Imdadia Darul Ulum	First Class, Marks :99%	2013	Dhaka	Golden A+

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
N/A		N/A	Bangladesh		2016	N/A

Professional Qualification:

Certification	Institute	Location	From	To
N/A	N/A		January 1, 2016	January 1, 2017

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 25000
 Preferred Job Category : Accounting/Finance, IT/Telecommunication, Hospitality/ Travel/ Tourism, Housekeeper,
 Graphic Designer, Other Special Skilled Jobs
 Preferred District : Dhaka
 Preferred Organization Types : Hospital, Call Center, Mobile Accessories, Diagnostic Centre, Clinic, Tour Operator,
 Departmental store, Film Production, Madrasa, Coaching Center, Shopping mall,
 Chamber

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Good communication skills 	1.Human Resources (HR).(January- 2019 to Ranging, 2021) Royal Multispeciality Hospital. Company Location: 20/3 Babor Road, Mohammadpur, Dhaka 1207. Department: Human Resources (HR). 2.Accounts Officer (CCO).(January- 2019 to Ranging, 2021) Roy

Extra Curricular Activities:

All Rounder

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bengali	High	High	High

Personal Details :

Father's Name : Md.Shah Jalal
 Mother's Name : Mrs.Masura Begum
 Date of Birth : August 6, 1996
 Gender : Male
 Height (Meter) :
 Weight (Kg) :
 Marital Status : Single
 Nationality : Bangladeshi
 National Id No. : 5555160588
 Religion : Islam
 Permanent Address : VILL. Dorgachala, P.O. Satkhamir, P.S. Sreepur, Dist. Gazipur, Satkhamair, Sreepur, Gazipur 1744
 Current Location : Dhaka
 Blood Group : B+

Reference (s):

Name : ASSISTANT PROFESSOR DR. MUSAMMAT
 SUFIA AKHTER
 Organization : National Institute of Cardiovascular Diseases
 Designation : MBBS, DCH, MCPS, MD (Cardiology)
 Mobile : 01552402498
 Relation : Professional