

MD.SHABBIR HOSSAN

BBA Professional Honor's (Accounting)

Contact No: 01746747126

E-mail: shabbir.official54@gmail.com



CAREER OBJECTIVE

To obtain a position with opportunities to utilize my technical, branding and marketing experiences, skill, talent, creativity, sincerity for the better achievement of the organization.

EXPERIENCE

1. Data Entry Operator: (March 01: 2022 - To be continuing)

Golden Harvest InfoTech Ltd (GHIT)

Department: Russia

Description:

- Typing Skills and Growth Handover
- Crating content on Microsoft Exel.
- Copy Paste Idea.
- Brief and train branding personnel.

2. UX/UI Designer: (November 12: 2020 - December 20: 2021)

Muscled Inc.

Department: UX/UI

Description:

- Coordinating team brand and communication.
- Crating content on Microsoft Exel.
- Monitor and report on effectiveness of marketing communications.
- Writing and presenting reports to senior management.

3. Ass. Manager: (March 01: 2019 – September 15: 2020)

The Shotota Refrigeration and Air-Conditioning

Department: Refrigeration and Air-Conditioning

Duties/Responsibilities:

- Coordinating team brand and communication.
- Monitor and report on effectiveness of marketing communications.
- Prepare professional branding plan and motivate branding team.
- Writing and presenting reports to senior management.
- Organizing various branding and marketing events.
- Brief and train branding personnel.

4. SMM & Digital Marketer : (January 01: 2022 – March 10: 2022)

YSSA Academy

Department: SMM Marketing Officer

Duties/Responsibilities:

- Coordinating team brand and communication.
- Monitor and report on effectiveness of marketing communications.
- Prepare professional branding plan and motivate branding team.
- Writing and presenting reports to senior management.
- Organizing various branding and marketing events.

ICT QUALIFICATION

Programming Language : Html, CSS, Js and Basic Python
Software : Photoshop, Camtasia, Illustrator, Figma, Wordpress, V.S Code
Operating System : Windows (XP/ Windows 7,8,10) and Linux
Microsoft office package : MS Word, MS Excel, MS PowerPoint
Internet Technologies : SEO, SMM, Blogging
Courses : **Graphic and UI Design (UX & UI),
Web Design & Development,
Professional English Communication.**

SHORT COURSES

Course : **WEB DESIGN & DEVELOPMENT**
Module : Html, Css, Bootstrap, Js & SEO
Course Duration : 6 Month
Institute : SEEP

Course : **GRAPHIC & UI DESIGN or ENGLISH COMMUNICATION**
Software : Adobe Photoshop, Illustrator, Xd & Figma
Course Duration : 6 Month
Institute : UY LAB
NGO : SEIP (BASIS & WASDA)

Course : **Digital and Social media Marketing**
Topic : Facebook, Pinterest, Instagram etc Marketing, Google ads
Course Duration : 4 Month
Institute : Hubspot Academy
Field : Online

EXTRA CURRICULAR ACTIVITIES

Citizen Journalism, Writing, Poetize, Nature Photography, Poem Recitation.

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration (BBA in Professional)

University : Dhaka Professional College (NU)
Passing Year : Running
Result : Running

Higher Secondary School Certificate

Institute : Vashantek Govt. College
Board : Dhaka Board
Passing Year : 2021
Result : GPA 4.50 Out of 5.00

Secondary School Certificate (Vocational)

Group : Science
Institute : Bangladesh German Technical Training Center
Board : Technical
Passing Year : 2019
Result : GPA 4.36 Out of 5.00

LANGUAGE PROFICIENCY

Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Good	Good	Good

PERSONAL INFORMATION

Full name : Md. Shabbir Hossan
Father's Name : Ali Ahmed
Mother's Name : Shaheda Begum
Date of Birth : 29 Sep 2001
Marital Status : Unmarried
National Id No : 7363954848
Religion : Islam
Present Address : Mirpur, Dhaka
Permanent Address : Vill: Ekhlaspur, P.O: Ekhlaspur, Thana: Matlab, Dis: Chandpur

REFERENCE

Name: Md Najmul Hasan

Dis: Management of GH TL

Company: Golden Harvest Infotech



Md. Shabbir Hossan