****

**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)**](http://ghitbd.com/)

**Department:** Russia

**Description:**

* Typing Skills and Growth Handover
* Crating content on Microsoft Excel.
* 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 Excel.
* 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.

**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

**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)

**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

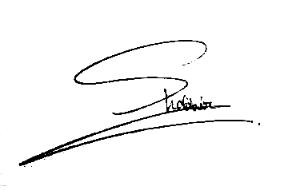
**REFERENCE**

**Name:**

Dis:

Company:

Cell:



Md. Shabbir Hossan