



Mezbaul Hoque

Executive (HR & Admin)

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101, Noyapara (North), Akua
Mymensingh – 2000
Mymensingh City Corporation



WORK EXPERIENCE

Dec 2021 – Continuing

Executive (HR & Admin) at AR-RAAFI Group

Dhaka

Active communication with servicing and technical team outside. proper Communicating with clients and solving financial issues and reporting them on time. Actively performing all managerial parts in this office.

Jan 2021 - May 2021

Executive (Marketing & Sales)

Dhaka

Collecting customers and giving them proper consultancy about our land and apartment project. (Near Purbachal & Dhaka Mawa Highway).

May 2019 - July 2019

Internship at Janata Bank Ltd.

Mymensingh

Working with other bank employees and help them when they needed. Sometimes I sit in the cash, sometimes at the office desk. I did 300+ electricity bill entries a day. Also, talking with customers and give them basic consultancy.



EDUCATION

Jan 2017 – Dec 2019

MBA (HRM) at Jatiya Kabi Kazi Nazrul Islam University

Mymensingh

CGPA: 3.20 out of 4.00

Successfully passed Masters of Business Administration (MBA) programme. Major in Human Resource Management (HRM). This course duration was 2 years.

Sep 2011 – Apr 2017

BBA (Marketing) at University of Liberal Arts

Dhaka

CGPA: 2.53 out of 4.00

Successfully passed 4 years Bachelor of Business Administration (BBA) programme. Major in Marketing. This course duration was 4 years.

Jan 2009 – Dec 2010

HSC (Commerce) at Govt. Lab. High School & College

Dhaka

CGPA: 3.10 out of 5.00

I've completed my HSC at Dhaka Government Laboratory School and College in business/commerce background.

Jan 1998 – Dec 2008

SSC (Science) at Kusumhati High School

Sherpur

CGPA: 4.63 out of 5.00

I've completed my SSC here in science background.



LANGUAGES

Bangla

English

Hindi



ABOUT

I want to work in this organization where I able to develop my career and contribute to the growth of the organization through my work, performance, and creativity. My discipline and honesty will play a key role in whichever career I chose.



SKILLS

PERSONAL

Typing

Facebook Adds

Adobe Illustrator

Adobe Photoshop

Blog Design

Internet Browsing

PROFESSIONAL

Organization

Leadership

Creativity



References

MD. Jalalul Azim (CEO)
Pragati Life Insurance Limited
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Ubaidullah Badal (Senior Reporter)
Daily Jugantor
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MORE INFO



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