

Khalid Mahmud Sabuj

OBJECTIVE

Wants to work in a challenging workplace where to achieve a position where I am able to further develop my skills by being encouraged and challenged in my work – continuous learning and professional growth.

PROFESSIONAL ACHIEVEMENTS

SKILLS

.Wordpress, Grapics Design (Basic), Office package, Hardware and software

WORK HISTORY

JOB TITLE	COMPANY NAME	RESPONSIBILITES	From	To
Executive	Nawab Abdul Malek Jute Mills (BD) Ltd	Payroll, HRMS, Salary sheet, Wages Bill(wekly) , Accident bill, Full & Final Settlement bill, Increment, Recruitment, Administration, etc.	2017- 12-02	

EDUCATION

DEGREE	INSTITUTE	GRADE	MAJOR	MINOR	LOCATION	DATE
M.B.A		2.92	No data found	No Data Found	Dhaka	2020- 10-25

REFERENCE

Asst. Manager

Nawab Abdul Malek Jute Mills (BD) Ltd.

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