

**Mohammed Imrul Hossain**

464/3/4/E, West Rampura, Dhaka , Bangladesh. **Cell:** +8801719155044

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**OBJECTIVE:** To secure and perform as a dynamic personnel in the all sector where a career growth is obvious and be able to make a significant contribution developing skills further.

**PROFILE:** •Self motivated with initiatives & drive with capacity to work independently.

•Strategic planner with strong team development attributes.

•Superior aptitude and visionary with making rapid assessments of divers' situation challenges and then developing, leading the resulting action plans.

•Effective negotiator relating well to a wide variety of people and age groups.

**PROFESSIONAL EXPERIENCE(S)**

•**Organization:** Unique Vocational Training Center Pte Ltd. Unique Group.

**Position:** Senior Admin Officer.

**Duration:** 01 January 2019 to 27 February 2020.

**Position:** Admin Officer.

**Duration:** 01 July 2014 to 01 January 2019.

**Position:** Assistant Admin officer.

**Duration:** 10 November 2012 to 01 July 2014.

•**Organization:** Schoolex & Collegex (School and College for Excellence), Savar, Dhaka.

**Position:** Vice principal, School & College.

**Duration:** October 2003 to October 2012.

**ACADEMIC CREDENTIALS**

LEVEL	INSTITUTE	RESULT	YEAR
MSc (Physics)	National University	2 <sup>nd</sup> Class	1999
BSc (hon) Physics	National University	3 <sup>rd</sup> Class	1998
HSC (Science)	Tejgaon College, Dhaka.	2 <sup>nd</sup> Division	1994
SSC (Science)	Churain Tarini Bama High School.	1 <sup>st</sup> Division	1992

**LANGUISTIC PROFICIENCY**

LANGUAGE	READING	WRITING	SPEAKING	STATUS
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Good	Good	Fair
Hindi	x	x	Fair	Average

## **OTHER SKILLS**

- Operating FIS software of BCA, Singapore.
- SAP SD USER (Systems Applications and Products in Data Processing)
- Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint.
- BCA (Building Construction Academy) Singapore, training & testing, visa processing, Singapore.
- Driving ( License No: DK0167488CL0000)

## **PERSONAL PROFILE**

- Father's Name : Md. Yousuf Harun
- Mother's Name : Rowsan ara Begum
- Permanent Address : Vill: Kharrah, Po: Bariykhali, Ps.:Sreenagar, Munshigonj.
- Date of Birth : 05.05.1977
- Religion : Islam (Sunni)
- Blood Group : O <sup>+ve</sup>
- Marital Status : Madrid
- Nationality : Bangladeshi (By Birth)
- Sex : Male

## **REFERENCES**

Md Shamsul Alam Khan  
Inspector of police,  
DIG,Dhaka range office.  
Segunbagicha, Dhaka.  
Cell: +8801914890963

## **SIGNATURE:**

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