

Resume

Md. Hasinur Rahman Howlader

Cell : 01685951852
Mailing Address : 56 No Vojohori Saha Street,
Wari, Dhaka-1100
E-mail : farhaanrahman7@gmail.com



➤ **Personal Profile**

I am a highly motivated, result-oriented individual, willing to go an extra mile to reach goals and learn along the way. I'm confident that if given this opportunity, I will thrive and deliver quality work within stipulated deadlines. I look forward to contribute my skills and experiences to organization. I feel that I am hardworking, energetic, technically astute and work well both independently and within a team. I possess good communication skills both verbal and written and always strive to meet deadlines.

➤ **Career Objective**

An ambitious and disciplined person seeking an entry level position with your firm to start my career where I could get chance to learn and improve the existing skills along with working for the profitability of firm. I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself and also want to succeed in a stimulating and building the success of the company or organization.

➤ **Special Qualification**

Former Senior Debater. Gregorian Debating Club. Former Assistant Treasurer. Gregorian Science Club. St. Gregory's High School. Former Selected Participants. Educational Assessment Australia. The University Of New South Wales, Sydney, Australia.

➤ **Career Summary**

Ambitious Administrative Assistant with Strong writing, communication and customer service skills. Seeking to take next career step with an organization offering opportunities for professional advancement. Carry out Successes in Developing Efficient Process to Streamline Work flow and Enhance organizational Performance.

➤ **Professional Experience (4.1 Years)**

Sattar Group of Companies

Company Location : 62/63, Amin Court Bhabon, 8th Floor, Motijheel C/A, Dhaka-1000
Designation : Executive Officer
Department : Human Resource Management And Administration
Duration : (January 01, 2020 - continuing)

Howlader Real Estate and Developers Ltd. (Howlader Group of Companies)

Company Location : 4, Ahsanullah Road, Royal Tower (7th Floor), Islampur, Dhaka.
Designation : Senior Executive Officer
Department : HRM And Marketing.
Duration : (October 09, 2016 - December 11, 2019)

Major Responsibilities: Recruitment and Training, Record keeping and Tax Compliance, Payroll and Benefits, Employee-Employer Relations, Employee performance improvements plans. Defining and Managing Brand, Conducting Campaign for Marketing Initiatives, Producing Marketing and Promotional Materials, Creating Content Providing Search Engine Optimization, Monitoring and Managing Social Media, Producing Internal communications, Serving as media Liaison, Conducting Customer and Market Research, Overseeing outside vendors and agencies

➤ Training Summary

Training Title : Intern
Topic : General Banking, SME Banking.
Institute : Sonali Bank Ltd.
Country : Bangladesh.
Location : Wari, Dhaka.
Duration : 3 Months. (25/09/2019 to 26/12/2019)
Year : 2019

➤ Educational Qualification

● MASTERS OF BUSINESS ADMINISTRATION (MBA) :

Major : Human Resource Management
University : American International University- Bangladesh.
Passing Year : 2021
Result : Enrolled
Duration : 1 Years

● BACHELOR OF BUSINESS ADMINISTRATION (BBA) :

Major : Human Resource Management & Marketing
University : Fareast International University, Bangladesh.
Passing Year : 2019
Result : GPA- 3.63
Duration : 4 Year

● HIGHER SECONDARY CERTIFICATE (H.S.C):

Group : Business Studies
Institution : Dhaka City College
Passing Year : 2014
Board : Dhaka
Result : GPA- 4.40

● SECONDARY SCHOOL CERTIFICATE (S.S.C):

Group : Business Studies
Institution : St. Gregory's High School
Passing Year : 2012
Board : Dhaka
Result : GPA- 4.63

➤ Language Proficiency

Bengali : Mother tongue.
English : Good communication skill.

➤ Special Skills & Attributes

- Good Presentation Skill
- Analytical & judgment skills
- Relationship skills.
- Strong Leadership
- Good Convincing Power
- Well-built interpersonal skills

➤ Computer Skill

Operating System : Windows

Office Application : Microsoft Office Applications.

Technologies : E-mail, Internet Browsing and Good Knowledge.

➤ Interest and Activities

Listening to music, Surfing internet, Travelling, Social networking.

➤ Personal Information

Father's Name : Md. Hanif Mia (Freedom Fighter)

Mother's Name : Taslima Begum

Permanent address : Vill: Shukhnakathi, Thana: Mehendigonj, Union: Chanpur,
District: Barishal.

Date of Birth : 12th August, 1994

Religion : Islam

Blood Group : O(+)

Gender : Male

National ID : 5547898972

Nationality : Bangladeshi (By Birth)

Marital Status : Unmarried

➤ Reference

Howlader Mohammad Hanif Former Additional Land Authorized and Acquisition Officer (Deputy Secretary) Ministry of Land, Bangladesh Secretariat Cell: 01790719021 Relation: Others	Bina Rani Das Assistant Secretary Roads and Highways Division Ministry of Road, Transport and Bridges, Bangladesh Secretariat Cell: 01778266599 Relation: Others
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➤ Declaration

I declare that all information given in my curriculum vitae is to be true and correct.

Signature

Date: