

# MD. JABED HOSEN

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## CAREER OBJECTIVE:

Achieving an interesting and challenging job where I can use my technical and interpersonal skills to develop my career and contribute to the welfare of the organization.

## EDUCATION QUALIFICATIONS:

Exam Title	Concentration/ Major	Institution	Result	Passing Year
Bachelor of Business Administration (B.B.A.)	Finance and Accounting	North South University	3.08	2019
Higher Secondary Certificate (H.S.C)	Commerce	Dhaka Commerce College	5.00	2010
Secondary School Certificate (S.S.C)	Commerce	Chouddagram H.J. Pilot High School	4.94	2008

## INTERNSHIP EXPERIENCE:

<b>The WorldFish Center, Bangladesh Office, Dhaka</b> <ul style="list-style-type: none"><li>Duration: December,2019- August, 2020)</li><li>Department: Admin</li></ul>	<b>Duties/Responsibilities:</b> <ul style="list-style-type: none"><li>Coordinating transportation and accommodation for our national and international guests and employees.</li><li>Ensuring sound interview process and paperwork for HR.</li><li>Successfully categorized and established the inventory of the Dhaka office as part of an administrative restructuring program.</li><li>Assist in procurement of goods including vendor enlistment, vendor liaison and follow-up along with goods examination.</li></ul>
<b>Anglo Eastern Glass</b> <ul style="list-style-type: none"><li>Duration: (May 2019 –August 2019)</li><li>Department: Branding</li></ul>	<b>Duties/Responsibilities:</b> <ul style="list-style-type: none"><li>Analyzing and doing competitive analysis of product and industry.</li><li>Benefits campaign costs 15% by negotiating pricing and fees, while ensuring the continuation and enhancements of services.</li><li>Coordinating with brand manager.</li></ul>

## SKILLS, INTERESTS & ACHIEVEMENTS:

**Computer Skills:** MS Office: Word, Excel, and PowerPoint

**Language:** Fluent in English and Bengali

**Event management:** Logistic management for event planning and organizing.

**Interests:** Photography, creative writing, debating, Bangla literature, sports and music.

**Interpersonal Skill:**

• Excellent communication skill	• Team Building
• Excellent Coordinator	• Leadership
• Works well under pressure	• Multi- tasking

**TRAINING & WORKSHOP: NAME OF THE TRAINING & WORKSHOP**

<b>Name of the training &amp; Workshop</b>	<b>About</b>	<b>Year</b>
Excel Module Workshop	MS Excel	2019

**EXTRA-CURRICULAR ACTIVITIES:****North South University Social Services Club (NSUSSC)****Sub-executive body member (2013-2015):**

In charge of logistic management, sponsorship management, and promotion activities for blood donation drives, competitions, emergency fundraisers, and various other intra NSU and nationwide events.

**REFERENCES:**

Dr. Ummaha Hazra

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