Maruf Hossain

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Career Objective

To attain an executive position in a mega organization where acquired skills will be proceeding towards professional advancement thus gaining experience, besides that knowledge can be used in efficient and effective way to fabricate a sustainable future.

Educational Qualification

M.S.S (2016-2017) University of Rajshahi Department of Public Administration CGPA:3.52 (First class Second)
HONS (2012-2016) University of Rajshahi Department of Public Administration CGPA: 3.36 (First class second)
H.S.C (2011) Birsrestha Noor Mohammad School Dhaka Board,Business Studies GPA: 5.00
S.S.C (2009) Birsrestha Noor Mohammad School Dhaka Board,Business Studies GPA: 5.00

Experiences in Job line:

✓ **Assistant Manager (Operations) at Labaid Group**
Duration: 2018 July- Running

Duties and Responsibilities:

➤ **Admin Works:** Admin Sourcing, Financing & Banking and Ticket and Hotel Reservation, Researching, Attending various massive meetings, Dispute resolution, Documentation, Manage information flow in a timely and accurate manner, maintaining records and entering data, office management, planning staff events such as awards dinners and fundraising events, scheduling client meetings

➤ **Operational Works:** Apps Development and It whole Marketing Side, Hospital and Diagnostic Supervising- Service Quality Checking, Creating a good and sustainable liaison with the Doctors, Creating a good Liaison with the Patients, HR recruitment and also monitoring the performances (Doctor's Assistant, Call Agents, Security Checking, Maintenance Part), Overall Expertise in (Doctor's Appointment, Emergency Service, Ambulance, Pharmacy, Home Nursing, Sample Collection, EHR)

➤ **Personal Secretary related Works:** Making Executive Directors Schedule, coordinate and maintain calendar of ED's including appointments, meetings, visits & highlight the urgent correspondence accordingly, Shadow Decisions making, Representative of ED, Maintaining nexus with Director's Valuable Clients)

✓ **Training Executive at Bureau Veritas BD Pvt Ltd**

Duration: 2018 Jan- 2018 July

Duties and Responsibilities:

➤ Involved with Corporate sales and Marketing (Visiting Clients), Mass-Mailing, Door to door Marketing,
➤ Responsible to Conduct training through efficient trainers, regarding ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 22000, ISO 27000, ISO 18001:2008 (Lead Auditor Courses)
➤ Coordinating with Business line managers for better outcome

- ➢ Communicating with clients for booking and fees collection
- ➢ Arranging and conducting the training programs
- ➢ Organizing customer database and maintaining it confidentially
- ➢ Cash Management

- ✓ **Achievement**: Able to Sell $35000 regarding (UNREP) Service, Chattogram
- ✓ **Achievement**: Able to enrich potent clients
- ✓ **Achievement**: Able to achieve the Sales Target in 5 months
- ✓ **Achievement**: Able to build exquisite business network

- **Trainer Associate at Mind Mapper Bangladesh**

  Duration: **Contractual** (2017-3 Months)

  - ➢ Creating new clients and visiting them
  - ➢ Visiting the existed clients to create more clients from them
  - ➢ Assist in conducting employee skill evaluations
  - ➢ Contacting the clients (existed and new) about the new training programs
  - ➢ Ensuring the Venues and participant list
  - ➢ Market Analysis and Research
  - ➢ Coordinating in Training programmes

  - ✓ **Achievement**: Conducted Several Trainings on Sales, Communication Secrets, etc
  - ✓ **Achievement**: Able to build Strong Network

- **Administrative Assistant at Bijoy Security Services ltd Company**

  Duration: July, 2014-August, 2016 (University Time period)

  - ➢ Also had tremendous endeavors in Sales and Marketing in Bijoy Security Services ltd. And always had a strong steel supervision on the area supervisors targeting responsiveness, accountability and transparency and the achievement of the targets, Dhaka
  - ➢ Daily Updated information taken to be logical in sustainable decision making
  - ➢ Conducted Training Session for the Supervisors and Security Guards for increasing the effectiveness and efficiency targeting Customer Satisfaction
  - ➢ Cash Management

  - ✓ **Achievement**: Able to Supervise précised Territories, Commanders etc
  - ✓ **Achievement**: Able to learn about marketing
  - ✓ **Achievement**: Able to build strong network

Training

- Corporate Etiquettes Training arranged by State University of BD (IBA professional conducted the training)
- Leadership Funnel Attend 2017

Co-curricular activities

- Advisor at Zain Medical Ltd
- Founder and Trainer at Personal Excellence at Eclipse Desire Organization
- Coordinate and Promote face book page on Personal Development
- Conducted UNYSAB MUN 2016, (Learned about Shadow Diplomacy)
- Conducted Motivational Short film
- Conducted Research on (Education governance, NGO's and Video-Gaming)

Seminars and Workshops

- Attended Google Maps- Location Intelligence- Seminar
- Facilitator in Aspire, Perspire and Inspire Training Workshop 2017,Conducted by Mind Mapper BD, Location: DUSAI, Sylhet
- Facilitator in Certified Supply Chain Analyst Workshop 2017,Conducted by Mind Mapper BD
- Attended BPO Summit 2016 in Rajshahi

Language Efficiency

- English- Advanced level 3 (Reading, Writing, Speaking, Listening)
- Bengali- Advanced level 3 (Reading, Writing, Speaking, Listening)

Computer Literacy

- MS Office (Excel, PowerPoint, Word, Outlook)
- Internet Browsing
- Adobe Photoshop

- Email- (Mass- Emailing)
- Lotus

Personal Information

Father Name: Kamal Hossain

Mother Name: Kamrun Naher

Date of birth: 30-11-1994

Nationality: Bangladeshi
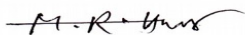
Marital Status: Married

Blood Group: O+

Passport No: BW0726573

National ID: 19942695034000285

References

Kazi Shahidul Islam	Hussain Ahmed, MCIPS
CIO, Labaid Group	Deputy Secretary
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	Cell no: 01716296642
	Email: ahussainbd@finance.gov.bd

I, hereby assure you that the information furnished above are true to the best of my knowledge and belief.

Signature: