

Maria Hossain

Present Address: 332/A, Zafrabadh, Mohammadpur, Dhaka-1207.

Permanent Address: 84/M/1, West Zafrabadh, Mohammadpur, Dhaka-1207

Mobile no: 01882434684

E-mail: maria.hossain004@gmail.com



Objectives

I want to be part of the success in an environment of growth and excellence. I would like to enact my ingenious ideas, methods and creativity for effectuating the tasks. Committed to delivering high quality results with little supervision.

Working Experience

- ✓ Working with MGH GROUP (Position- Junior Executive Admin & Finance)
- ✓ Worked with IDLC Finance Limited as an Intern.

Education

- Graduation completed from United International University (Bachelor of Business Administration) – Passing year-2019 Major: Human Resource Management
Result: CGPA 3.19 [Out of 4]
- Passed HSC from Mohammadpur Preparatory higher secondary School
- Passing year: 2013 (Group: Science) Result: GPA 3.50 [Out of 5]
- Passed SSC from Dhanmondi Govt Girl's High school
- Passing year: 2011 (Group: Science) Result: GPA 4.38 [Out of 5]

Summary of skills and achievements

- Achieved 25% and 50% waver.
- Created powerpoint presentations used for business development
- Created and maintained spreadsheets using advanced excel functions and calculations to develop reports and lists
- Can create weekly and monthly reports and presentations
- Language skill: Fluent in Bengali and English (writing, reading and speaking)

Extra Academic activities

- Attended Cultural function from the university
- Attended some function which was created by university and there came some inspirational persons

Computer Skills

- MS Word
- MS Power point
- MS Excel
- MS Office

Other qualifications

- Time management
- Ability to work under pressure
- Quick learning ability
- Strong problem solver
- Professional

Personal Information

- Father's Name : Md. Manir Hossain Khan
- Mother's name : Sultana Razia
- Date of Birth : 4th may, 1996
- Religion : Islam
- Nationality : Bangladeshi
- Marital status : Unmarried

References

MD. AbulMohaimen

Assistant Professor- HRM

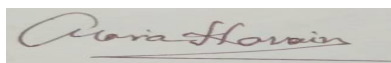
Dept. of BBA, UIU

Cell: +8801970321123

Email: abul@bus.uiu.ac.bd

I, hereby, declare that the above mentioned information is true.

Yours sincerely,



Maria Hossain