

Md. Habibur Rhoman
+8801712302074
habib.rhoman525@gmail.com



Gender-Male | Date of birth- 10th May, 1993 | Nationality-Bangladeshi

Career Objective:

To secure a dynamic position in an empowering workplace, which will encourage me to polish my skills in a way that will hold a significant impact on personal, organizational and overall country's development.

Experiences:

❖ Administration Manager at Namespace IT (2019- Present)

Responsibilities:

- Recruiting Management.
- Client dealings about projects.
- HR Responsibilities.
- Employee management.
- New recruitment training for office culture.
- Sales, products and business development relation management.
- Performance data keeping and presentation.

❖ Operation Officer at FinexBD (2018-2019)

Responsibilities:

- Foreign clients dealing.
- Assessments Dealing.
- Reporting.
- Company vision promoting

❖ English Teacher at National Ideal School, Uttara (2017-2018)

Responsibilities:

- Taking Class,
- Assignments checking.
- Question preparing, Answer paper checking.
- Organizing student's syllabus.

❖ Worked as a content writer at www.onlinebooksreview.com & www.carguideinfo.com remote job (2016-2019)

Computer skills:

- ❖ Microsoft Office
- ❖ Internet Browsing
- ❖ Content Writing
- ❖ SEO Basic
- ❖ HTML Basic
- ❖ CSS Basic

Certification:

- ❖ Business Analytics for Decision Making course authorized by University of Colorado and offered through Coursera.
- ❖ Basic Computer Knowledge and Office course by Zilla Parishad Moulvibazar.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Conversational

Skills:

- ❖ Good communication and presentation skills.
- ❖ Content Writing.
- ❖ Efficient in documentation, writing reports, assessment, monitoring, evaluation.
- ❖ Article writing in websites, Publishing, Engaging Affiliate sectors, SEO managements, Keyword researching.
- ❖ Capable in management setting, decision making, daily data management.
- ❖ Capable for translating (English to Bangla, Bangla to English)

Educational Pursuits:

Exam Title	Concentration/Major	Institute	Passing Year
M.A	English Language & Literature	Noakhali Science & Technology University	2016
B.A (Hons)	English Language & Literature	Noakhali Science & Technology University	2015
H. S. C	Business Studies	Moulvibazar Govt. College	2010
S. S. C	Business Studies	Moulvibazar Govt. High School	2008

Personal Details:

Father's Name	Md. Shofiquir Rhoman
Mother's Name	Hafiza Begum
Permanent Address	Koralitila, Kalenga, Upazila- Kamalganj Post office- Chaitraghat, Post code-3224 District- Moulvibazar
Present Address	Lift-5, H-15, R-13, Sector-11, Uttara- Thana- Uttara West Post office- Uttara West Post code-1230
National ID	9133620634
Blood Group	A + (ve)
Marital Status	Single

Interests and Hobbies:

- Sports,
- Reading Books
- Cooking
- Learning new skills

Reference

Md. Mahmudur Rahman Assistant Manager, Cost Control Business Planning Bangladesh Honda Private Limited E-mail: mahmud.rahman@bdhonda.com Cell Phone No: +880-1700767828	A K M Enamul Haque Assistant Manager Runner Motos Email: enamul@runnerbd.com Cell Phone No: +880-1730406485
---	--

Declaration

I hereby declare that all the information mentioned above is correct to the best of my knowledge and belief.

Md. Habib

Signature