

# MOHAMMAD SHAHAB UDDIN

DOB: 20th DEC 1990  
Present & Permanent Address: Line # 1,  
House # 7, Block # B, Section # 13, Mirpur,  
Dhaka-1216  
Mobile: +88 01912 357176



## ABOUT

I have more than 5 years of experience working in different position such as HR Manager, Operations Manager for Domestic & International companies,

## WORK EXPERIENCE

### FREELANCE ADMIN & HR MANAGER

Fiverr (Online Marketplace) | 1st APR 2020 to present

- Provide project based administrative support or HR support virtually.
- Back Office Support, Customer Care Support etc.

### MANAGER- OPERATIONS AND SUPPORT

Garivara.com.bd | 1st Mar 2019 to 31st Mar 2020

- Preparing invoices and quotation, making reservation, driver assignment, maintaining vehicle management software.
- Maintain liaison and develop good relationship with clients and the other rental agencies.
- Supervise & time to time follow up the fleet drivers to ensure 100% on time reporting at customer location

### ASSISTANT MANAGER - HR & ADMIN DEPT (USA BASED COMPANY)

MEC LTD | 1st APR 2014 to 28th February 2019

- Receiving order from clients (USA) through phone & email.
- Assisting clients to organize various event perfectly.
- Hiring & Recruiting best candidate for the company.
- Fairly distributing daily task among the team members.

### CALL CENTER MANAGER

Service Solution Pvt. Ltd (Citycell Call Center) | 21st APR 2011 to 18th FEB 2012

- Receiving inbound calls & making outbound calls.
- To provide information about various product & service.

## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Darul Ihsan University | 2013  
CGPA 3.37

### HIGHER SCHOOL CERTIFICATE (HSC)

BCIC College | 2008  
GPA 4.20

### SECONDARY SCHOOL CERTIFICATE (SSC)

HAJI ALI HOSSAIN HIGH SCHOOL | 2006  
GPA 4.75

## SIGNATURE:

## PROFESSIONAL SKILLS

Adobe Photoshop CC 2020  
Customer service  
Admin support  
Telemarketing  
Data Analysis  
Back Office Management

## PERSONAL SKILLS

Reliable and professional  
Organized  
Time management  
Team player  
Fast learner  
Motivated

## CONTACT

E: shahabuddin60606@gmail.com  
Mo & Whatsapp: +8801912357176

## PROFESSIONAL REFERENCE

Manzur Murshed  
Multi Engineering & Co. LTD  
Chief Operation Officer  
01989-982058

## PERSONAL REFERENCE

Salah Uddin  
Dutch Bangla Bank Ltd.  
Senior Officer  
01989-982058  
01935-48694