

MD. KAZI ALAMGIR HOSSAIN

Address: House No. 404/1, 6th Floor,
Flat No. D-5, Dhanshiri Yeasmin Building,
North Kazi Para, Mirpur, Dhaka-1216

☎: 01739001560

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OBJECTIVE

Trying to make my life better by working in a good career in an excellent institution like your sand I'm sure I will be good in this career because I'm ambitious, like to take challenge sand always fight for achieving for my target.

CAREER HISTORY

PRESENTJOB

1. Office Assistant Cum Computer Operator (02 May 2017 to Continuing)

Enhancement of Bangla Language in ICT through Research & Development Project.

Location: ICT Tower, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

Department: Information & Communication Technology Division.

Duties/Responsibilities:

As an Office Assistant Cum Computer Operator I do all kinds of drafting (Note sheet/Letter) in Bengali & English. I also review and handle all incoming and outgoing correspondence/Email, initiate follow-up action. I keep liaison between existing and potential clients. My another duty is to arranging meeting, coordinating between different divisions and units of the organization. I attend division meetings, record meeting notes and issue minutes as needed. I assist with payroll and employee scheduling. Maintaining and updating files for projects, meetings and contracts with keeping up-to-date database of contact information of clients are also my responsibilities. I create computer backups for off-site storage. I also do other office works as necessity.

PREVIOUS JOB

2. ARC Officer (22 April 2014 to 31 December 2014)

The Dataedge SDN. BHD. Malaysia.

Location: 47-1&2, Jalan Kemuning Prima A33/A, Kemuning Utama, 40400 Shah Alam, Malaysia.

Department: MRP/MRV (Machine readable Passport/Visa) Project.

Duties/Responsibilities:

As an ARC officer I had been supervising whole team, doing secretarial works & inputting personal data online system for Machine readable passport/visa project of Bangladeshi Nationals who are living & working in Malaysia. Providing technical support to maintain high quality program was a another duty. I had to keep interpersonal communication and negotiation.

PREVIOUS JOB

3. Enrollment Officer (01 August 2011 to 15 February 2014)

iPeople Limited.

Location: House-3, Road-34, Gulshan-2 Dhaka-1212.

Department: MRP/MRV (Machine readable Passport/Visa) Project.

Duties/Responsibilities:

As an Enrollment Officer I had been Supervising whole team & Personal data entry, verification to input personal online system of Machine readable passport/visa project. Dealing with routine enquires by phone; email with persons at the passport counter was my important duty. I was updating passport database on a regular basis and provide administrative information to the requirement.

PREVIOUS JOB

4. Enrollment Executive (11 April 2010 to 31 July 2011)

iPeople Limited.

Location: House-3, Road-34, Gulshan-2, Dhaka-1212.

Department: MRP/MRV (Machine readable Passport/Visa) Project.

Duties/Responsibilities:

As an Enrollment Executive I had to work for Personal data entry & verification, Fingerprint, Signature & Photo capture, Photo capture, and Documents can to input personal online system of Machine readable passport/visa project. I kept following-up over enrollment officer works and giving direction. Scrutinizing passport processing was one of routine duties

PREVIOUS JOB**5. Data Entry Operator (21 November 2007 to 19 June 2008)****Bangladesh Election Commission, Dhaka.****Location:** Nirbachon Bhabon, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207**Department:** National Identity (NID) Card Project.**Duties/Responsibilities:**

As a Data Entry Operator for National ID card project I had to collect data from field & input software systems. I had been doing secretarial works and application of different computer programmes such as MS office (Word, Excel, and Power Point), application of data-based software. Managing and maintaining effective records on database was my duty. I had to organize files and collect data on requirement.

COMPUTER SKILL

MS-Word, MS-Excel, MS-Power Point, Adobe Photoshop, Adobe Illustrator, Windows Setup, E-Mail & Internet. **Strong in English & Bangla typing Speed (Bangla 35-40 words & English 45-50 words) per minute.**

AWARDS

I have received 2 time's appreciation of Extra Ordinary Performance certificates from Machine readable passport/visa project authority iPeople Limited.

TRAINING

I have completed 6 months (01.01.2012 to 30.06.2012) **Computer Office Application** course from Utshab Computer Training Institute, Jashore under Bangladesh Technical Education Board Dhaka & I achieved Grade 'A'.

ACADEMIC QUALIFICATION:

Exam Title	Major Subject	Institute	Board/University	Pas. Year	Achievement
B.S.S (Hons)	Political Science	Jashore Cantonment College, Jashore	National University	2011	Second Class
H.S.C	Humanities	Mahtab Uddin Degree College, Kaliganj, Jhenaidah	Jashore	2006	GPA 3.10 (B)
S.S.C	Humanities	Kola Bazar United High School	Jashore	2004	GPA 3.06 (B)

PERSONAL DETAILS

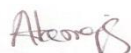
Father's Name : Late Kazi Abdul Wahed
 Mother's Name : Selina Begum
 Date of Birth : 05/10/1987
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 National ID No. : 4413347452869
 Religion : Islam
 Mobile Number : 01739001560
 Permanent Address : Village: Daulatpur, Post office: Khalkula,
 Police Station: Kaliganj, District: Jhenaidah-7350
 Present Address : House No.404/1, 6th Floor, Flat No.D-5, North Kazi Para,
 Mirpur, Kafrul, Dhaka-1216

REFERENCE (S):**REFERENCE: 01**

Name : Farrukh Ahmmad
 Designation : Officer
 Organization : Social Islami Bank Ltd
 Address : Foreign Exchange Branch, Motijheel, Dhaka.
 Mobile : 01755680336
 E-Mail : farrukhahmmad@gmail.com
 Relation : Family Friend

REFERENCE: 02

Name : Kazi Al Mamun
 Designation : Senior officer
 Organization : Agrani Bank Ltd
 Address : Agrani Bank Ltd., Chaprail Bazar Branch,
 Kaliganj, Jhenaidah.
 Mobile : 01772480067
 E-Mail : kazimamun401@gmail.com
 Relation : Family Friend



(Md. Kazi Alamgir Hossain)