

**Resume of**  
**MD. SHAKHAWATH HOSSAIN**



**Mailing Address**

**MD. SHAKHAWATH HOSSAIN**

C/o. Jahed Store, Opposite of Ayojon Store

Shapla Chattar, Khagrachari Sadar

Khagrachari.

Mobile : **01879-153075**

**Career Object:**

I am Md. Shakhawath Hossain as myself believe that I am an energetic and hard worker my intention drive me to work dynamic position which will provide me an opportunity to utilize my creative and capability.

**Educational Qualifications:**

**Bachelor of Business Administration (BBA)hons:**

Institution : BGC Trust University Bangladesh

Board : Chittagong

GPA : 3.15

Group/Subject : Marketing

Passing Year : 2018.

**Higher Secondary Certificate (HSC):**

Institution : Khagrachhari Cantonment Public School & College

Board : Chittagong Board

GPA : 3.50

Group/Subject : Business Studies

Passing Year : 2012

**Secondary School Certificate (SSC):**

Institution : Natunkuri Cantonment High School

Board : Chittagong Board

GPA : 4.13

Group/Subject : Business Studies

Passing Year : 2010

**Language and Communication Skills:**

- Level of ability in Bengali is native
- English is fluent, social and business

**Professional Skills:**

- Ability to maintained all Administration Assistant work.
- Ability to maintained staff personal file including leave & Overtime.
- Good understanding & Knowledge of Education Management and systems.
- Self Motivated & Positive Attitude.
- Timely Processing of transaction/Submission of Reports.
- Ability to work Independently.
- Ability to think a creative way and use analytical skills to solve problems.
- Well Presentation skill with influential interpersonal communication skill.
- Working with customer about sales and maintenance related documents.
- Working with Customer Sales Force to achieve targets.

## Computer Skills:

- IT Knowledge: MS Office suite (word, Excel, PowerPoint).
- Interior Design: Sketch up, Video Editing (Windows 10 Video Editing).
- Internet: Basic knowledge on Internet environment including E-mail.

## Hobbies & Interests:

Playing & watching sports, reading books, writing song or articles, spending time with computer, Traveling and Hearing Music.

## Experience:

- Feb-2020 (Present) : Assistant Manager at SA Plastic Industries, Dhaka.
- July- June 2019 (1 Year ) : Project Executive at Concept Design, Chittagong.
- jan-june 2018 (6 Month) : Industrial Engineer at MZM (CEPZ), Chittagong.
- Jan-Dec 2017 (1 year) : Guest teacher at Islampur Talent Grammar School. Chittagong.
- Feb 2016-Jan 2017 (1 Year) : Brand Promoter at Astra Biopharma Ltd. Chittagong.
- Feb-Dec 2012 (1 Year) : Computer Operator at Kasham Computer Center, Khagrachari.

## Certification:

I certified that to the best of knowledge and belief, these data correctly described my qualifications and me; I understand that my misstatement described there in my lead to my disqualification or dismissal if employed.

## Personal Details:

- Name : Md. Shakhawath Hossain
- Father's Name : Late Md. Ruhul Amin
- Mother's Name : Chakina Begum
- Permanent Address : Vill:Shobujbag,P.O:Khagachhari P.S: Khagachhari, Dist: Khagachhari
- Present Address : Vill : Narikal Bagan (Behind Life Care Diagnostic Center, Khagrachhari Sadar, Khagrachhari)
- Place of birth : Comilla Cantonment, Comilla
- Date of birth : 03 Jan 1995
- Religion : Islam
- Nationality : Bangladeshi (by birth)
- Gender : Male
- Marital Status : Unmarried
- Blood Group : A+
- Cell Phone : 01879-153075
- NID No : 4200990861
- E-mail address : [mdshakhawath2011@gmail.com](mailto:mdshakhawath2011@gmail.com)

## Reference:

- **Major Nasirul Islam**  
Former Principal of Khagrachari Cantonment Public School & College, Khagrachhari.
- **Peyar Mohammad**  
proprietor of Rupa Furnisher, Baluchara, Chittagong.



Signature

Date :