

**RESUME
OF
JUBAIR HOSSEN (Adnan)**



Address: 49 South Kunipara,
Tejgaon I/A, Dhaka-1208.
Mobile: 01670789946,
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LinkedIn: www.linkedin.com/in/jubair-hossen-adnan-mba

CAREER OBJECTIVE

Always searching for a hardcore challenging atmosphere, where I can apply my knowledge to express an archive roller with committed, conscientious and professional attitude, seeking a challenging role where the scope is possible to prove potentiality and skills to do something extraordinary.

Professional Work Experience:

1. Executive- HR & Admin (November, 2019 – April, 2021)

Association of Television Channel Owners (ATCO)

Organization Location: Karnaphuli Media Point (Level-3), 42 Shahid Sangbadik
Selina Parveen Sarak, Malibagh, Dhaka-1217.

2. Customer Service Representative (March,2018-December 2018)

DIGICON Technologies Ltd (Airtel Process)

Company Location: Rajuk Trade Center, Khilkhet, Uttara, Dhaka.
Department: Sales

3. Jr. Executive (October,2016- January 2018)

Progress Auto Care

Company Location: 32 South Kunipara, Tejgaon I/A, Dhaka-1208.

Duties/Responsibilities:

- Help Dominant to Deal with recruitment & selection process.
- Interview arrangement, tests and assessing candidates whether they meet our requirements.
- Handle employee attendance, leave management and keep & update employee files.
- Provide logistics & stationary support to all employee.
- Business card & ID card issue.
- Monthly mobile usage bill prepares.
- Maintain Petty cash & keep update daily register.
- Prepare agenda, issue meeting notice & organize meetings of Executive Committee, Annual General Meeting/EGM
- Handle confidential documents ensuring they remain secure,
- keeping all data, files and documents, related to the association, up to date.

- Preparing and sending different office letters, memos, circulars, and notices etc.
- Prepare invoices or financial statements and provide assistance in bookkeeping.

EDUCATION:

Exam Title	Concentration	Institute	CGPA/Scale	Pas.Year
Master of Business Administration (M.B.A)	Human Resource Management (HRM)	Ahsanullah University of Science and Technology	3.45/4	2018
Bachelor of Business Administration (B.B.A)	Accounting (Major) HRM (Minor)	East West University	2.68 /4 (Average Mark=77%)	2015
Higher Secondary Certificate (H.S.C)	Business Studies	Narsingdi Model College	4.10 /5	2010
Secondary School Certificate (S.S.C)	Business Studies	Daulatkandi M.B. High School	4.13 /5	2008

PERSONAL INFORMATION

Father's Name : Md. Hazrat Ali
Mother's Name : Bokul Begum
Present Address : 49 South Kunipara, Tejgaon I/A, Dhaka-1208.
Permanent Address: House No: - 457, Vill+P.O- Sapmara, P.S:-Raipura, Dist.:- Narsingdi.
Birth date : 31/12/1993
Nationality : Bangladeshi
Religion : Islam
Blood Group : A+

TRAINING:

1. **Professional Back-office Services (PBS)-** 220 Hours at DIGICON Technologies Ltd.
2. **Computer Training-** 3 Month
3. **Function of HR Department-** Ensdi Training Institute-2 Month

TECHNICAL SKILLS

1. Office Computer Literacy : Microsoft- word, Excel, PowerPoint.
2. Graphic's Computer Literacy: Adobe-Photoshop (Basic).
3. Hardware Computer Literacy: Assembling and Installation.
4. Other computer literacy : Browsing, Mailing.

LANGUAGE AND COMMUNICATION SKILL:

Bangla-(Excellent), English-(Reading, Writing, Speaking).

EXTRA ACTIVITIES:

Driving (Car and Bike), Swimming, Playing Indoor and Outdoor Games.

REFERENCES

1. Mr. Fazly Rabbi Sr. Executive HR & Admin Association of TV Channel Owners (ATCO) Contact: 01712480998	2. Mohammad Nazrul Islam Executive Vice President, Head of Legal Affair AB Bank Ltd. Email: - mnazruli@abbl.com
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I hereby, declare that all the information is correct.

Jubair Hossen

Signature
(Jubair Hossen)