**Resume**

**of**

**ABDULLA AL AZIZ**

C/O: Abul Kalam Azad,

House-13, Lane-04, Road-01,

Block-L, Halishahar H/E,

Chittagong.

Mobile: 01813-881100,01676131122

E-mail: sajib\_1991@yahoo.com

**CAREER OBJECTIVE :**

Experience professional looking for challenging, opportunities, which allows career growth takes and advantage of developing skills of experience working interactively with staffs and all levels of management.

**EDUCATION:**

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| --- | --- | --- | --- | --- | --- |
| **Name**  **Of Degree** | **Subject/Group** | **Result** | **Institution** | **Board/**  **University** | **Passing Year** |
| MSS | Political Science | 1st Class | Govt. Chittagong College | National University | 2012 |
| LLB | LAW | 2nd Class | Chittagong Law College | National University | 2014 |
| BA(Pass) | Arts | 2nd Division | Govt. Haji A. B. College | National University | 2010 |
| HSC | Humanites | 2.60 | Govt. Haji A. B. College | Chittagong | 2006 |
| SSC | Humanites | 2.38 | Sandwip Ideal High School | Chittagong | 2004 |

**WORK EXPERIENCE :**

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| --- | --- | --- |
| **Name Of Organization** | **Designation** | **Duration** |
| Islami Bank Hospital Agrabad Chittagong  Addres03, Sheikh Mujib Road , Agrabad ,Chittagong. | Officer (Admin) | 01 Jun, 2016 to Till Now |
| Chattagram Diabetic Hospital  Zakir Hossain Road, Khulshi, Chittagong. | Junior Officer (Admin) | 05 Nov, 2014 to 30 Jun, 2016 |

**JOB RESPONSIBILITY:**

01. Check Attendance (Manual And Biometric)

02. Leave Management

03. Prepared Executive Meeting and minutes implementation.

04. Monitoring others Departmental Issues

05. Regulatory Issue (i.g. Hospital & Diagnostics License, Fire, Environment, Traffic, X- ray, Trade License, Canteen )

06. Protocol Of High Officials.

07. Screening Manpower Resume (On call Recruitment).

08 .HR Issues

09. Ensure hotel Booking and air ticket for high officials .

10. Prepared Annual Confidential Report (ACR) and others administrative issues.

**PERSONAL SKILLS:**

⮚ Used to hard work under pressure and to take challenges.

⮚ Possess good analytical ability with quick learning skill.

⮚ Have good communication skill and quality with interpersonal skill to lead a team.

**COMPUTER SKILLS:**

⮚ Capable of working with Software packages like MS Office application, Email & Internet Operation.

**LANGUAGE SKILLS:**

⮚ Fluently in Bengali and English.

**CO-CURRICULUM ACTIVITIES:**

✓ Inter-College Debate competition 2008 & 2010 sandwip upazella as a best

speaker.

* Lions Club International (Chittagong Dist-304 B-4) Essay Compitition 2008 Achieving 1st Prize.
* Sports,Swimming, Reading Newspaper & Books etc. are also interested.

**PERSONAL INFORMATION:**

Father’s Name : Sofiqul Mowla

Mother’s Name : Rokeya Begum

Age : 28

Date of Birth : 3rd September 1987

Religion : Islam

Marital Status : Unmarried

Nationality : Bangladeshi

Permanent Address : C/O: Sofiqul Mowla

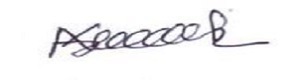
Babu Sarder Bari, Word No-3,

Sandwip Pourashava, Sandwip,

Chittagong.

**REFERENCE :**

|  |  |
| --- | --- |
| **S.M. Abul Kalam Azad**  Deputy General Manager  Sonali Bank Ltd.  General Manager’s Office,  Agrabad, Chittagong.  Cell : 01819-377348 | **Md. Omar Faruque**  Assistant Professor  Department of Political Science  Government City College  Chittagong.  Cell : 01674-167349 |



**Abdulla Al Aziz**