Resume of



**MOHAMMED ABU KAIUM**

**Present Address:**

C/O-Mohsen Ali Showdagor Bari,

Vill:Bathua,Hathazari,Chittagong

Mobile No:-+8801716221739

E-mail: [mkaium01@gmail.com](mailto:mkaium01@gmail.com)

Objective::

Intend to work in a challenging and competitive environment where strong sense of responsibility and commitment is required in home and abroad and build up a career through commitment, dedication and hard work for achieving the companies Mission and Vision.

**Academic Qualifications::**

**Masters of Business Administration (MBA)-2016**

Major in Human Resource Management

Result: CGPA 3.47 (Out of 4)

International Islamic University, Chittagong.

**Bachelor of Business Administration (BBA)-2014**

Major in Finance

Result: CGPA 3.13 (Out of 4)

Premier University, Chittagong.

**Higher Secondary Certificate (HSC)-2008**

Group: Business Studies

Result: GPA 4.40, Grade ``A``

Govt. City College, Chittagong.

**Secondary School Certificate (SSC)-2006**

Group: Business Studies

Result: GPA 4.56, Grade ``A``

Mirza Ahmed Ispahani Smrity Biddalaya, Chittagong.

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| **Experience Details:** |

* **Saad Musa Group**

Khaja Road, Kulgaon, Chittagong

Position: HR &Compliance Officer.

Duration: 01st June , 2014 to 31stJanuary, 2016.

* **Well Park Residence**

Plot# 2, Road# 1, O.R.Nizam Road

Chittagong-4000

Position: Sr. Executive HR& Admin,

Duration: 1stAugust,2016– Present.

* **Personal Secretary to Managing Director**

Well Group Of Industries

Duration 1stJanuary,2019 to Present.

**Audit Handling:-**

* Social & Ethical: SADEX, WRAP
* Security Audit: CTPAT
* Buyer Handle: WALL-MART, PRIMARK.
* Technical Audit: INDITEX
* Safety: ACCORD( Building, Fire & Electrical Safety Inspection)

**Strength’s & Confident on:** :

* Excellent ability to plan, organize and prioritize my work and to meet on time the deadlines.
* Ability to maintain good coordination and communication with relevant personnel and organization.
* Adoptable to work under pressure and to produce quality output in stressful conditions.
* Reliably to retrieve reference materials from all possible sources

**Computer Proficiency:**:

Have working knowledge on Microsoft Word, Excel, Power point, Windows 98, XP and good command at internet and able to operate different type of software's.

**Language Proficiency:**:

Able to Communicate in both Bengali and English.

**Personal Details:**:

Name : Mohammed Abu Kaium

Father’s Name : Mohammed Abul Kalam

Mother’s Name : Shahanaj Akter

Date of Birth : 22nd November, 1990

Religion : Islam.

Nationality : Bangladeshi by Birth.

Nid No : 2371542297

Marital Status : Single.

Blood Group : O+

Permanent Address : C/O-Mohsen Ali Showdagor Bari,

Vill:Bathua, Hathazari,Chittagong.

**Interest:**:

Traveling, reading books, reading daily newspapers, Sports.

**References:** :

Begum ShahanWaz

Deputy Director

Family Planning Directorate

Rangamati Hill Tax,Rangamati.

+8801711146922



Signature..