**Resume Of **

**MD. HISBUL BAHAR AYUB KHAN**

**Mailing Address :**

C/O: Md. Buzrot Ali Mullah

Rupnaigaspara, Khukni,

Enyetpur, Shazadpur, Sirajganj.

mobile : 01710220005, 01621578107.

Email: [ayubkhan7777777@gmail.com](mailto:ayubkhan7777777@gmail.com),

[ayubkhan@acstextiles.com](mailto:ayubkhan@acstextiles.com)

**Career Objective:**

Looking for innovative and challenging job where I will have scope to utilize my potentiality, creativity, adaptability and skill to do something innovative and from where I will be able to enhance my professional skill.

**Duties/Responsibilities:**

1. Prepare daily cutting & stitching production report.
2. Entry daily cutting data at **Kandaree** software.
3. Prepare design wage cutting audit report.
4. Prepare Final Shipment Closing report as per shipment follow up by using **Kandaree** software.
5. Monthly production wage salary report.
6. Checking daily worker attendance report for **Kandaree** software to ensure production data entry.
7. Prepare stitching reference no. for daily data entry of cutting & stitching.

8. Ensure the patty cash payment.

**Educational Qualifications:**

**Title** : **MBS (Masters)**

Department : Management

Duration : 1 year

Institution : Sirajganj Govt. College (National University)

Year of passing : 2013

Result : Second Class

**Title** : **BBS (Hon’s)**

Department : Management

Duration : Four years

Institution : Sirajganj Govt. College (National University)

Year of passing : 2012

Result : Second Class

**Title** : **H.S.C**

Group : Business Studies

Institution : Khamargram Degree College, Khamargram, Betil,

Sirajganj.

Board : Rajshahi

Year of passing : 2008

Result : GPA- 3.50

**Title** : **S.S.C**

Group : Science

Institution : Ashraf Textile Mills High School

Board : Dhaka

Year of passing : 2005

Result : GPA- 3.44

**Professional Qualification :**

**Title : Post Graduate Diploma**

Department : Human Resource Management

Duration : 6 Months

Institution : Bangladesh Institute of Management Studies

Bath No : 48 th

Year of Passing : 2017 (10th Oct, 2017)

**Computer Skill:**

1. Computer skill in office program especially in MS Word, MS Excel, MS Power point and MS Access.
2. Good Internet Browsing and Internet based Communicative skill.
3. Adobe Photoshop, Adobe Illustrator, Adobe Flash CS.

**Language Proficiency:**

Fluent in writing and speaking both in Bangla and English.

**Personal Details:**

**Father’s Name** : Late Abdul Aziz Khan.

**Mother’s Name** : Nazma Khaton.

**Present Address** : Vill: Borpa, P.O: Rupganj, P.S: Rupganj, Dist:

Narayanganj.

**Permanent Address** : Vill: Chormatuni (khaisha), P.O: Kallanpur, P.S:

Belkuchi, Dist: Sirajganj.

**Gender**  : Male

**Date of Birth** : 27th October, 1990.

**Nationality** : Bangladeshi. (By Birth)

**Blood group** : .

**Religion** : Islam.

**Current Location**: Sirajganj.

**Marital Status** : Unmarried.

**Physical** : Height – 5`, Weight – 50 kg.

**National ID No : 19908811167000404**

**Experience:**

**01.** I have been served as a “**Senior Teacher**” at **Imperial Pre-Cadet** Goprikhi, Betil, Belkuchi, Sirajganj from 01/01/2014 to 30/11/2014.

**02**.I have been served as a “**Senior Teacher**” at **Khukni Kinder Garten** Khukni, Enyetpur, Shazadpur, Sirajganj from 01/02/2008 to 30/11/2013.

**03.**I have been servicing as an “**Accounts Officer**” at **ACS Textiles (Bangladesh) Ltd**. Tetlabo, Rupganj, Narayanganj, Dhaka From 15/10/2015 to still now.

**REFERENCES:**

|  |  |
| --- | --- |
| 1. Md. Shihab Uddin  Deputy Manager (F&A)  ACS Textailes(BD)Ltd.  Mob: 01717172177 | 2. Md. Jashim Uddin  Deputy Manager (Admin & HR)  ACS Textailes(BD)Ltd.  Mob: 01916532399 |

**Certification**:

The undersign certify that the best of my knowledge and belief, the information clearly describe and my qualification experience.

**Signature**



**Md. Hisbul Bahar Ayub Khan**

Date: