

## **CV of Md. Yasin Tapadar**

**Master's of Business Administration (MBA)  
Subject: Management**



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Mobile Phone +880 1823-331077  
Dhaka, Bangladesh*

## OBJECTIVE

To serve in a responsible administrative position at a well structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiency.

## STRENGTH

- Able to communicate with people and to work with all types of personalities.
- Flexible and able to work well both individually and team.
- Good in handlings stress, working under pressure and meeting deadlines positively.

## PERSONAL DETAILS

Name : Md. Yasin Tapadar  
Father's name : Md. Rustam Ali Tapadar (Deceased)  
Mother's name : Lutfunnesa  
Permanent address : Village- East Gupti, Tapadar Bari, P.O.- Guptibazar 3652,  
P.S. - Faridganj, Dist.- Chandpur, Bangladesh  
Date of birth : 02 January 1984  
Blood group : B<sup>+</sup>  
Passport / NID no. : BQ 0087327 / 1314553764227  
Religion : Islam  
Traveled country : Nepal, Srilanka

## ACADEMIC QUALIFICATION

Exam	Passing Year	Group	Result	Board/University
M.B.A	2014	Management	2.81(4)	National University (Siddheshwari College)
B. Com (Pass)	2004	Business Studies	3 <sup>rd</sup>	Comilla (Ramganj Govt. College)
H.S.C	2001	Business Studies	2 <sup>nd</sup>	Comilla (Ramganj Govt. College)
S.S.C	1999	Commerce	1 <sup>st</sup>	Comilla (Kanchanpur High school)

## CURRENT POSITION

'Assistant Manager-Hospital Office' in Ad-din Medical College Hospital, Maghbazar, Dhaka, Bangladesh since 19<sup>th</sup> October 2021.

### **COMPUTER SKILLS:**

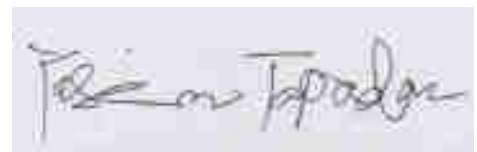
- Have excellent typing speed on Ms Word, Excel and Powerpoint and have knowledge on Photoshop and Illustrator, Internet browsing.

### **LANGUAGE PROFICIENCY:**

- Bengali-Native language, writing and speaking ability is fluently.
- English-writing and speaking ability is satisfactorily.

### **JOB EXPERIENCE:**

- Approximately the following 18 years working experienced in different position in various organization:
  - ✓ **Project Accountant**, Construction project of Tradevision Limited, DOHS, Mohakhali, Dhaka from 1<sup>st</sup> March 2005 to 31<sup>st</sup> October 2007
  - ✓ **Store In charge** at Dhaka Paediatric & Neonatal General Hospital, Dhanmoni, Dhaka from 1<sup>st</sup> November 2007 to 15 June 2008
  - ✓ **Computer Operator**, Ad-din Hospital, Maghabzar, Dhaka from 15 June 2008 to 2011
  - ✓ **Office Executive** in Ad-din Medical College Hospital, Maghbazar, Dhaka from 2011 to 15 October 2018
  - ✓ **Assistant Manager-HR**, in Ad-din Foundation, Maghbazar, Dhaka from 16 October 2018 to 15 October 2021
  - ✓ **Assistant Manager-Hospital Office** in Ad-din Medical College Hospital, Maghbazar, Dhaka from 16 October 2021 to till now



Md. Yasin Tapadar

# Dhaka Paediatric-Neonatal & General Hospital



## Experience Certificate

This is to certify that Md. Yasin Tapadar, S/O of late Rustam Ali Tapadar, Village: Gupti, Post: Gupti, Upazilla: Faridgonj, Dist: Chandpur, has joined as **Store Incharge** on 1<sup>st</sup> November '07 at Dhaka Paediatric Neonatal & General Hospital, Dhaka. He has done his duty from 1<sup>st</sup> November '07 to 15<sup>th</sup> June '08.

During the period of his duty, he was found sincere & as such has performed his duty with total obedience to the rules of the hospital.

I wish him every success in life.

  
05.06.2009  
**Mahfuz Hossain**  
Managing Director  
Dhaka Paediatric-Neonatal  
& General Hospital



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E-mail : info@tradevision.com.bd  
www.tradevision.com.bd

Date: 31<sup>st</sup> October, 2007

## TO WHOM IT MAY CONCERN

This is to certify that **Md. Yasin Tapadar** S/O, Late- Rustam Ali Tapadar, and Mst. Lutfunnesa Vill: Gupti, P.O: Gupti Bazar, P.S: Faridgonj, Dist: Chandpur has been working as **Project Accountant** of UNICRH under Tradevision Limited from 1<sup>st</sup> March 2005 to October 31, 2007. He was also look after the **Stores** during this period. We always found him very honest, active, energetic, sincere and hard working and devoted to his duties. To the best of our knowledge he did not take part in any activities subversive to the state.

We wish him every success in his future endeavor.

(Md. Zakir Hussain Sheikh)  
Asst. Manager Finance and HRD

No. 612

Year 200 5 (M)

# Mainamati Technical Training Centre

GOVT. RECOGNISED

[Regd. No. - P. F.30786]

Post. Lakshmipur, Dist. Lakshmipur, Bangladesh.

## CERTIFICATE Aminship Final Examination

I Certify that Mohammad Yasin Apardar resident of  
Son / Daughter of Mohammad Rubtan Ali Apardar  
Village Gupli Dist: Chandpur  
bearing Roll No. 26 against Registration No. 716/05 whose date  
of birth as recorded in his/her application was the 2ed January 1984 duly  
passed the Aminship Final Examination on Aminship Training Course of Mainamati Technical  
Training Centre held on 21st October 2005 being placed in the

Staff Division:

Prin  
i) Written by

ii) Compared by

Prin  
Principal

Dated, Lakshmipur  
The 21st November 2005

Mainamati Technical Training Centre



## Legend

Grade	90-100%
A+	85-89%
A	80-84%
A-	75-79%
B+	70-74%
B	65-69%
B-	60-64%
C+	55-59%
C	50-54%
D	45-49%
E	00-44%

## Link & Affiliation:



Govt. Approved & Bangladesh  
Technical Education Board

# Certificate of Excellence

Reg. No :32CA1102  
15.04.2012  
Date of Issue :

**Grameen Star Certified**

*Professional*

*This is to acknowledge that*

MD. YASIN TAPADAR

LATE. RUSTAM ALI TAPADAR

*Son/Daughter of*

*has successfully completed the requirements to be recognized as a*

GRAMEEN STAR CERTIFIED BASIC COMPUTER, OFFICE XP2007 & INTERNET BASICS SPECIALIST

ON: BASIC COMPUTER, OPERATING SYSTEM, HARDWARE CONCEPT & TROUBLESHOOTING, MS WORD2007, MS EXCEL2007, MS POWERPOINT2007, MS ACCESS2007, MS OUTLOOK, ADOBE READER, DOC TO PDF, PDF TO DOC, ADVANCE INTERNET BASICS

*and having found the candidate's performance*

A

The course conducted from 26.06.2011 to 28.12.2011

at **Grameen Star IT Education**

MOUCHAK

Center.

*Ray*  
Manager - Franchise  
Grameen Star IT Education

*Robert John*  
Course -Coordinator  
Grameen Star IT Education

*Manabjyoti*  
Managing Director  
Grameen Star IT Education

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