

CV of Md. Yasin Tapadar

***Master's of Business Administration-MBA
(Management)***



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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.

CURRENT POSITION

‘Assistant Manager-Hospital Office’ in Ad-din Medical College Hospital, Maghbazar, Dhaka, Bangladesh since 19th October 2021.

ACADEMIC QUALIFICATION

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

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⁺
Passport / NID no. : BQ 0087327 / 1314553764227
Religion : Islam (Sunni)
Traveled country : Nepal, Srilanka

COMPUTER SKILLS:

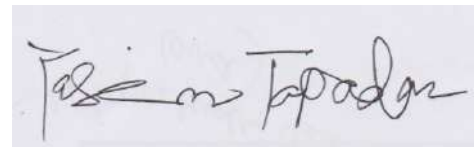
- Have excellent knowledge and super typing speed on Ms Word, Excel and Power point, know Photoshop and Illustrator, Internet since 2005.

LANGUAGE PROFICIENCY:

- Bengali-Native language, writing and speaking ability is fluently.
- English-Good-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 February 2005 to September 2007
 - ✓ **Officer-Store & Hospital Maintenance**, Dhaka Paediatric & Neonatal General Hospital, Lalmatia, Dhaka from October 2007 to 14 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