

Amzad Hossain

H-281/29, Ward-66, North Sanarpar, Demra, Dhaka-1361

Contact No # 01673072179

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Objective To develop my career as a professional in a dynamic & growing environment through my personal abilities, gained skills, knowledge, education for long term mutual benefit.

Education

Masters of Business Administration (MBA)
DHAKA INTERNATIONAL UNIVERSITY
Major Marketing
CGPA/Class: 3.98 (On a scale of 4.0)
Passing Year: 2018

Bachelor of Business Administration (BBA)
AMERICAN INTERNATIONAL UNIVERSITY BANGLADESH (AIUB)
CGPA/Class: 3.73 (On a scale of 4.0)
Major: Human Resource Management
Passing Year: 2014

Higher Secondary Certificate (HSC)
Dhaka College, Dhaka
Concentration: Commerce
CGPA/Class: 5.00
Passing Year: 2009

Secondary School Certificate (SSC)
Khillgoan Govt. High School
Concentration: Commerce
CGPA/Class: 5.00
Passing Year: 2007

Experience **1.Organization:** Qatar Charity Bangladesh office (H-98, R-5, Banani, Dhaka)

Position: Admin Officer

Duration: From 01 January 2018 till now.

Responsibilities:

- Support to administration, documentation, staff recruitment, project picture and personnel file management.
- Support relating to program operations, meetings, training and events.
- Maintain Qatar Charity tendering system.
- Good communication with vendors and suppliers.
- Ensure timely maintenance of vehicles, equipment's and fixed assets of the company.
- Make arrangement of meal, transport, travel documents as per requirement and prepare weekly project visit plan for the project visitors.
- Keep contact with all concern of the organization.

2.Organization: Galaxy facilities service ltd. (under Italy visa application center)

Delta Life Tower, 4th floor, Gulsan-2, Dhaka.

Position: Operation Officer

Duration: 2 months (contractual, 01 November 2016 - 31 December 2016)

Responsibilities:

- Provide application support to our new and current customers.
- Communication with customers via phone, email etc.
- Maintain official documents, personnel records and ensure proper documentation of all HR & Admin related files.
- Data entry and report writing.
- Received Italy visa application form and check documentation properly.

3.Organization: BD Air Hostess Academy (Raj Chamber, 1st floor, Gopibag 3rd lane, Motijhil, Dhaka)

Position: Executive (Admin and Business Development)

Duration: From 01 January 2015 to 31 October 2016

Responsibilities:

- Maintain all administrative work.
- Communication with students over phone, email and counseling them face to face.
- Content writing and Maintain Facebook page & group.
- Maintain organization all advertisement.
- Participate and manage all events plan.

Skills

Computer Skills: Microsoft Office, Internet Surfing.

Language Proficiency: English & Bengali.

Personal Skills: Hardworking & proactive, a team player, good presentation and communication skills, positive & friendly attitude and ability to perform under pressure.

Extra-Curricular Activities

- Completed a Safety Management & Risk Assessment course from BKMEA
- Completed a Cabin Crew Course from JOBSA1.COM.
- Semi-finalist at AIUB Marketing day genius competition 2013.
- Champion at Management Information System (MIS) poster competition 2012.
- Former football player national under 16.

Interest and Activities

Reading Newspapers & Magazines, Traveling & Photography, Meeting new people & making friends, Listening Music, Net Browsing.

Personal Details

Father Name : Abul Hashim
Mother Name : Sayera Begum
Date of Birth : 28-05-1991
Nationality : Bangladeshi
Gender : Male
Religion : Islam
Marital Status : Unmarried
Permanent Address : Same as present address

References

Arif Islam
Media Executive
Havas Media
Mohakhali DOHS, Dhaka
Contact no : 01675057985

R.M Alauddin
Assistant Manager
Accounts & Finance Department
Niloy Motors Limited
Nitol Niloy Group
Contact no : 01816599233

I do hereby declare that all the above information is true and correct to the best of my knowledge.

Amzad Hossain
Date: