

Md. Mahmudul Hasan

Job Placement Officer

Contact: House # 10, Road # 03, Uposohor Housing Estate, Nishindara, Bogura-5800

Mobile: +8801717927837 Email: mahmudul.tota@gmail.com

Career Profile

A driven, open minded, creative and successful Job Placement Officer with a strong sense of dedication and committed, and over 10 years of progressive in accounting, finance, human resource management and job placement services. Tenacious in building new business, securing customer loyalty and feeling strong relationship with business partners and stakeholders.

Areas of Expertise

Experienced Job Placement Officer with a demonstrated history of working in the accounting industry. Skilled in communication, negotiation, Business Planning, Strategic Planning, Business Development and Job Market Research. Strong Community and Social Services professional with a master of Business Administration (MBA) focused in Finance & Banking from University of Rajshahi.

Professional Experience

Job Placement Officer *Bangladesh Industrial Technical Assistance Centre (BITAC) Shantahar Road, Nishindara, Bogura-5800*

- ✚ Frequently visiting industries and developing a network with employers especially human resource department.
- ✚ Consulting with local Chamber of Commerce and Industries to collect the demand of the skilled manpower of different industries.
- ✚ Organizing Job Fair in Campus.
- ✚ Conducting workshops/ Seminars/ Meetings with HRD staffs of the industries.

Selected Achievements

- Ensuring 70% Job Placement of targeted enrollment in SEIP (Tranche-1) which met the prerequisite of all milestone payments according to MOU between BITAC, Bogura and SEIP.
- Establish Job Placement Activities & Career Services Program in BITAC, Bogura.

Sr. Executive (Accounts & Finance) *Runner Group, 108, Tejgaon Industrial Area, Tejgaon, Dhaka-1208*

- ✚ Providing financial and administrative support to colleagues, clients and stakeholders of the business.
- ✚ Assigning in the preparation of budgets.
- ✚ Managing records and receipts.
- ✚ Recording daily monthly and yearly transactions.

Management Trainee Officer (Accounts & Finance) *PRAN-RFL Group, 105 Middle Badda, Dhaka-1205*

- ✚ Process Invoices, records payments, and track expenses of the Organization.
- ✚ Each expense must be cross checked with the corresponding invoice, to ensure that the billing is accurate.
- ✚ Communicating with customers is a regular duty of the job.
- ✚ Sends bills of customers, process refunds, interacts with collection agencies on past-due accounts.

Md. Mahmudul Hasan *Job Placement Officer*

Education

May 2008, University of Rajshahi, Bangladesh

Masters in Business Administration (MBA) *Finance & Banking*

May 2005, University of Rajshahi, Bangladesh

Bachelor in Business Administration (BBA) *Finance & Banking*

Professional Development

Attending in daylong workshop with SEIP management team in Head Office, Dhaka. May 2016.

Language Proficiency

Bangla, English

Computer Literacy

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Photoshop

Other Information

Fathers Name: A.K.M. Badrul Islam

Mothers Name: Kohinur Begum

Present Address: House # 10, Road # 03, Uposohor Housing Estate, Nishindara, Bogura-5800.

Permanent Address: Chakenayet Para, Kazir More, Naogaon Sadar, Naogaon-6500.

Nationality: Bangladeshi.

National ID No: 5076913275

TIN No: 582206558572

Passport No: BF0315855

Blood Group: B +ve

Religion: Islam

Marital Status: Married

Driving License: Yes

Relocation Availability: Yes.

References

Rahima Begum

Assistant Executive Project Director

Deputy Secretary

Skills for Employment Investment Program

Finance Division, Ministry of Finance

+8801819432531

zahinsamin@gmail.com

Md. Ziaul Haque

Additional Director

Bangladesh Industrial Technical Assistance Centre (BITAC), Bogura

ziazzl@yahoo.com

+8801716961917

Md. Mahmudul Hasan

Job placement Officer (SEIP)

BITAC, Bogura

Md. Mahmudul Hasan *Job Placement Officer*