

## PERSONAL INFORMATION

## Mahbub Hassan



📍 Muhini 71/C, Lamapara, Shibgong, Sylhet, Bangladesh

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✉ mahbubhassan1990@gmail.com

Sex Male | Date of birth 10 Sep 1990 | Nationality Bangladeshi

## PERSONAL STATEMENT

I am an accomplished Sociology graduate looking to leverage my education and experience into developmental field. I can work independently in busy environments within a team setting and able to listen effectively when solving problems. I want to be a perfect working hand of the organization to attain its goal and to build up my career.

## WORK EXPERIENCE

01 January 2015- present

## Office Assistant

Bangladesh Scouts, Sylhet District  
Stadium Gate (East), Scout Bhaban, Sylhet

## Responsibilities:

- Maintain liaison with higher authority and subordinate organizations.
- Coordinate with the office of the Deputy Commissioner, Sylhet district.
- Management and monitoring of different programs organized by Bangladesh Scouts, Sylhet District.
- Prepare documents for different meeting and programs.
- Perform duties requested time to time.

## EDUCATION AND TRAINING

Feb 2017- present

## Master of Social Science (MSS)

Masters

National University

*Major: Sociology*

Tentative date of completion: May 2018

Mar 2011- Sep 2016

## Bachelor of Social Science (BSS)

Bachelor

National University

*Major: Sociology*

Session: 2010-11

Result: CGPA 3.18 on a scale of 4.00

Jul 2008- Jul 2010

## Higher Secondary Certificate (HSC)

HSC

Beanibazar Government College, Beanibazar, Sylhet

Session: 2008-2009

Result: GPA 3.90 on a scale of 5.00

Jan 2005-Jun 2007

## Secondary School Certificate (SSC)

SSC

Lauta High School, Beanibazar, Sylhet.

Session: 2005-2006

Result: GPA 2.44 on a scale of 5.00

## PERSONAL SKILLS

Mother tongue

Bangla

Other language(s)

UNDERSTANDING

SPEAKING

WRITING

	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B2	B1	B1	B2
Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user					

**Communication skills**

- Excellent communication skill with random people.
- Can maintain liaison in organizational level.

**Organisational / managerial skills**

- Can lead organization in different national and local programs.
- Can coordinate programs efficiently.

**Professional skills**

- Good command in managing office environment.

Digital skills	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Independent user	Independent user	Proficient user	Proficient user
<ul style="list-style-type: none"> <li>▪ Platform: Windows.</li> <li>▪ Excelled in office suite (word processor, spread sheet, presentation software).</li> </ul>					

## ADDITIONAL INFORMATION

### References

- **Akther Hossain**  
Assistant Professor  
Department of Economics  
Shahjalal University of Science & Technology, Sylhet  
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E-mail: [akther.sust@gmail.com](mailto:akther.sust@gmail.com)
- **Md. Emdadul Hoque Siddiquey**  
Secretary, Bangladesh Scout, Sylhet District  
Cell: +8801710891618  
E-mail: [emdad2007@gmail.com](mailto:emdad2007@gmail.com)

I like to mention that, my educational qualifications and experiences are correct and described truly, fairly and the information given above is fully updated.