

MD. MAHBUB HUSSAIN

Mailing Address:

Flat 3/1, Mohini 64/3, Lamapara, Shibgonj, Sylhet Sadar.

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CAREER OBJECTIVE

Seeking an entry-level position to begin my career in a company. Currently looking for a job where I can implement my knowledge and excel myself on the position.

KEY STRENGTHS

- Self-motivated, able to adapt any organizational environment.
- Excellent time management abilities and always punctual
- Active listening skills to follow instructions precisely
- Strong communication abilities, including written and oral
- Quick learner and avid multitasker
- Quick, efficient & influential in managing tasks.
- Committed to the organization
- Technological familiarity with standard software and daily computer user
- Passionate about daily and continuous improvement
- Natural team player and I can lead and be led, as per the situation required.
- Have the leadership capability to get the ultimate goals.

EDUCATIONAL QUALIFICATIONS

Name of Degree	Institute / Board	Major	Result	Year
Bachelor of Business Administration	Metropolitan University, Sylhet	Finance & Banking	3.77 out of 4	2016-2019
Higher Secondary Certificate	Taibunessa Khanam Academy College	Business Studies	4.50 out of 5	2013-2015
Secondary School Certificate	Gangkul Panchagram Adarsha High School	Humanities	3.88 out of 5	2011-2013

WORK EXPERIENCE

- Internship at Al-Arafah Islami Bank Limited (Zindabazar Branch) for 3 months from 04 September 2019 to 04 December 2019.

TRAINING, WORKSHOP & COMPETITIONS

- Participated in a workshop on Advanced Microsoft Excel arranged by Human Resource Management Society of Metropolitan University.

- Attended a workshop on Model United Nation organized by Metropolitan University Model United Nations Association (MUMUNA).
- Participated in Inter-University Branding Competition organized by ABAS in 2017.
- Participated in a training on Practical Training Programme in Basic Operation of Accounting and Inventory Software named Tally.ERP9 held at Metropolitan University by GM Infotech.
- Participated in a workshop on Statistical Package for the Social Sciences (SPSS) organized by Metropolitan University.

CO-CURRICULAR ACTIVITIES

- Founding member of Metropolitan University Business Students Forum (MUBSF)
- Publication Secretary of Metropolitan University Finance Club

EXTRA-CURRICULAR ACTIVITIES

- Member of The Hunger Project
- Youth Leader of Active Citizens – British Council
- Youth Leader of Youth Ending Hunger Bangladesh
- Former Human Resource Secretary of Prothom Alo Bondhushava (Metropolitan University Unit) from January 2018 to December 2018
- Study-Cycle Secretary of Prothom Alo Bondhushava (Metropolitan University Unit)

COMPUTER LITERACY

Software : MS Word, MS Excel, MS PowerPoint, MS Access, Mail, Internet Browser, SPSS Statistics, Tally.ERP 9, and other basic and standard software

Operating System : Windows 7/8/8.1/10

Typing Speed : Bengali – 15 WPM, English – 40 WPM

LANGUAGE SKILL

Languages	Speaking	Reading	Writing
Bengali	Excellent	Excellent	Good
English	Good	Excellent	Good

INTEREST/HOBBIES

- Travelling
- Watching sports
- Reading books
- Listening to music
- Watching movies
- Learning about technology

PERSONAL INFORMATION

Father's name : Haris Ali

Mother's Name : Hasna Begum

Permanent Address : House: 544, Vill: Horipur, P.O: Dakshinbhadra, P.S: Barlekha
District: Maulvibazar

Date of Birth : September 13, 1997

National ID : 19975811431000267

Nationality : Bangladeshi (by birth)

Gender : Male
Marital Status : Unmarried
Religious views : Islam
Blood Group : A+(ve)

REFERENCES

Md. Masud Rana

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Md. Mahbub Hussain