

Last Updated : **November 3, 2017****SAKHAWATH HOSSAIN**

Address: 5/E/3Mohonpur, Adabor, Shemoli, Dhaka.  
 Home Phone: 01753003169  
 Mobile : 01865166777  
 email:shakawath50@gmail.com

**Career Objective:**

HRM/ Marketing / Managerial

**Career Summary:**

I am always sincere about my official activities, Working in under pressure.

**Special Qualification:**

Ms excel, Ms word,

**Employment History:****Total Year of Experience : 2.9 Year(s)****1. Documents Scanning Officer ( August 7, 2016 - Continuing)****Eastern Bank Limited.**

Company Location : Dilkhusa 10/A, Jibon Bima Vabhan.

Department: Trade Operation

**Duties/Responsibilities:**

Leading team, Local Trade, Foreign Trade, Letters of credit, Bill of Exchange, Amendment, FDD, TT, LCA, Bill of entry.

**2. Assistant Manager ( May 23, 2015 - November 1, 2015)****Tex Design**

Company Location : Naya Palton, Al Razi complex

Department: Management

**Duties/Responsibilities:**

All official managerial activities.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Business Administration	Marketing	National University	Appeared	2016	4
HSC	Business studies	Comilla Board	CGPA:3.5 out of 5	2010	2 years
SSC	Business Studies	Comilla Board	CGPA:3.25 out of 5	2008	

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 16500  
Expected Salary : Tk. 15,000  
Preferred Job Category : Bank/Non-Bank Fin. Institution, HR/Org. Development  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization :  
Types

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"><li>• Training</li><li>• Recruitment</li><li>• Performance appraisal</li><li>• Labor Management</li><li>• Job Analysis &amp; Manpower Planning</li></ul>

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High
Spanish	Medium	Low	Medium

### **Personal Details :**

Father"s Name : Momin Sarder  
Mother"s Name : Kamrunnehar  
Date of Birth : August 30, 1992  
Gender : Male  
Marital Status : Unmarried  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill: Upalata, Thana: Shahrasti, P.O: Meher , Dist: Chandpur.  
Current Location : Dhaka

### **Reference (s):**

Name : Md Maruf Billah  
Organization : Bangladesh Navy  
Designation : Missile Engineer  
Address : Bangladesh Navy Hospital gate,  
Navy colony 2. Potenga ,  
Chittagong.  
Phone (Off.) :  
Phone (Res.) :  
Mobile : 01680527064  
EMail :  
Relation : Relative

---