

Last Updated : **December 8, 2018**

SHANU UDDIN RUBEL

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Career Objective:

Advertisement & Administrative Assistant with 6 years of experience in a sensitive corporate environment. I am detail-oriented, proficient at building and maintaining professional relationships. Have an Associate`s Degree in Office Administration.

Career Summary:

A capable, talented and lively Office Administrator who possess high levels of accuracy and attention to detail, good organizational abilities, and is able to perform well in a fast paced, demanding environment. Rubel is self-motivated, with an enthusiastic and passionate manner about providing good service in everything that he does. He is constantly looking for ways to improve administrative processes so that tasks get done more effectively.

Special Qualification:

I have a good Management Administrative Skills, beside this I am Honest & Dedicated person.
Beside this I am a Member of "Qbits Media Billing Management System" Development Committee of The Daily Sylheter Dak.

Employment History:

Total Year of Experience : 6.6 Year(s)

1. **Assistant Secretary (November 18, 2017 - Continuing)**

The Sylhet Chamber of Commerce & Industry

Company Location : Chamber Building, Jail Road, Sylhet

Department: Administrative

Duties/Responsibilities:

Speech/ Press release writing, File management, reservation/ Schedule maintain, Email/Phone Handling, Event Organism, Protocol maintain, Delegations maintain etc

2. **Assistent Advertisement Manager (March 1, 2015 - November 1, 2017)**

The Daily Sylheter Dak

Company Location : Modhubon 4th floor, Bondor Bazar, Sylhet

Department: Advertising Department

Duties/Responsibilities:

1. Maintain daily Add reservation
2. Coordinate with the colleagues at work
3. Coordinate with Dhaka Office
4. Maintain Daily, weekly, monthly yearly Reports.
5. Maintain Accounts of Add Departments.
6. Creating And collecting Bills

3. Front Office Manager (May 3, 2014 - February 28, 2015)

Al-Hamra Holiday Home

Company Location : Al-Hamra Shopping City (Level-9), Zindabajar, SYlhet, Bangladesh.

Department: Administrative Department

Duties/Responsibilities:

1. Maintain daily and monthly accounts.
 2. Collect reservation.
 3. Provide appropriate available information to the desired persons.
 4. Handle the human resource.
- Etc.

4. Data Entry Operator (February 1, 2011 - December 30, 2012)

FIVDB

Company Location : Khadim Nogar, Sylhet

Department: Research & Development Department

Duties/Responsibilities:

To collect & allocate data. Entry data in the database of Jonosilon Project.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.B.A	Finance & Banking	Leading University, Sylhet	CGPA:3.7 out of 4	2014	1 year	Masters of Business Administration
BBA	Finance & Banking	Leading University, Sylhet	CGPA:3.67 out of 4	2013	4 year	Bachelor of Business Administration
HSC	Business	Scholarshome	CGPA:4 out of 5	2008	-	-
SSC	Science	Police Line High School	CGPA:4.5 out of 5	2006	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
EFFECTIVE PATH TO JOB	How to build your successful career in professional sector	O2 Kites	Bangladesh	Sylhet	2011	4 hour

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 15000
 Expected Salary : Tk. 12,000
 Preferred Job Category : General Management/Admin, Media/Advertisement/Event Mgt.
 Preferred District : MoulaviBazar, Sunamganj, Sylhet
 Preferred Organization Types : Banks, Training Institutes, Advertising Agency, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies, Embassies/Foreign Consulate, Garments, Overseas Companies, Automobile, Mobile Accessories, Cellular Phone Operator

Specialization:

Fields of Specialization	Description
• MBA/ BBA	<p>Have a good Knowledge in :</p> <ul style="list-style-type: none"> • MS word, • MS PowerPoint, • MS Excel • Internet, • E-mail <p>I am very hard worker. I have the ability to work in the critical / tough situation. I have a good managing capability. I Also have a good communication skill & i have the ability to deal with different kinds of people.</p>

Extra Curricular Activities:

(1)Acting as a Executive Secretary of the official band of Leading University
 • ORPHEUS (www.facebook.com/orpheus.lu) (2)Game & Sports: Especially Cricket & Football. (3)Traveling new place. (4)Music.

Language Proficiency:

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

Personal Details :

Father"s Name : Abdul Matin
 Mother"s Name : Hamida Khatun
 Date of Birth : December 3, 1990
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 90,Rajar goly ,Darga Gate, Sylhet.
 Current Location : Sylhet

Reference (s):

	Reference: 01	Reference: 02
Name	: Tanvir Ahmed Toropder	Mohammed Mourshed Ahmed
Organization	: Ministry Of Foreign Affairs	Shahjalal University of Science & Technology
Designation	: Assistant Secretary	Assistant Director (Finance & Accounts)
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Relation	: Academic	Relative
