

Qaium Hossain Howlader



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📍 Vill: Sholak, Post: Sholak P.S: Wazirpur, Dist: Barishal

■ Career Summary

Experienced manager handling hospital operations, finance, customer service, microfinance, communications and sales; leads teams, ensures smooth services and accurate reporting.

■ Work Experience

Manager

Jan 26 - Present

Probashi Polli Group Ltd.

- Manage daily operations of the housing society and ensure smooth services.
- Lead sales work and meet targets for property and service sales.
- Build and keep good relations with customers and community members.
- Coordinate team members and outside vendors to finish tasks on time.
- Keep records, make simple reports, and follow company rules.

Deputy Manager

May 25 - Dec 25

US Bangla Medical College Hospital

- Maintain the hospital brand and ensure all messages match.
- Plan and run simple communication campaigns for services.
- Manage social media, website updates, and press notices.
- Work with doctors and staff to share clear internal messages.
- Watch public feedback and report communication results.

Trainee Programme Organizer

Nov 24 - Apr 25

Brac

- Organized trainee programs for microfinance staff and clients.
- Prepared simple training materials and learning aids.
- Scheduled sessions and coordinated with trainers.
- Tracked attendance and collected participant feedback.
- Prepared short reports and shared results with supervisors.

Sr. Executive

Sep 21 - Oct 24

Labaid Cancer Hospital and Super Speciality Centre

- Managed daily hospital financial transactions, including patient billing and payments.
- Prepared and processed vendor invoices and staff payments on time.
- Reconciled accounts and kept accurate ledgers.
- Prepared simple financial reports and helped track the budget.
- Followed accounting rules and supported audits when needed.

Apollo Hospitals Dhaka

- Greet patients and help with their questions.
- Coordinate with doctors, nurses, and labs for smooth care.
- Manage appointments and keep patient records up to date.
- Monitor supplies and report equipment or stock issues.
- Follow hospital rules to ensure patient safety and privacy.

■ Educational History

Masters/Equivalent	Apr 14
Jagannath University Political Science	
Honors/Equivalent	Mar 13
Jagannath University Political Science	
H.S.C./Equivalent	Jul 09
Dhamura Degree College Humanities	
S.S.C./Equivalent	Jul 07
Sholak Victoria High School Humanities	

■ Course & Certificate

- Digital Marketing
- Dreamland IT

■ Skills & Expertise

Interpersonal Skill	
Decision-making	
Problem-solving	
Stress management	

Teamwork 

Organization 
al

Technical Skill

MS Word 

Excel 

PowerPoint 

Data Entry 

Report
generation 

■ Extra Curricular Activities

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Jun 10 - Dec 15

প্রথম আলো(বন্ধুসভা)

- জনসচেতনতা সৃষ্টি

■ Hobbies & Interest

Fishing

Gaming

Gardening

Photography

Reading

■ Language

English 

Bengali 

■ Reference

MD Kamal Hossain Howlader

Relationship Manager

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MD Shamim Hossain Howlader

Corporal

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