

MUHAMMAD NEAMUL HOSSAIN

Graduate Trainee | Economics Background

Address: Dogair Notun Para, Sarulia, Demra, Dhaka-1361

Mobile: 01774387499

Email: muhammadneamulhossain@gmail.com



CAREER SUMMARY

Detail-oriented and motivated Economics graduate with strong academic foundations in economic analysis, data interpretation, documentation, and administrative support. Adept at handling structured tasks, maintaining records, preparing reports, and supporting organizational operations. Demonstrates strong communication skills, computer proficiency, and the ability to adapt quickly in professional environments. Seeking an entry-level position where analytical ability, discipline, and learning agility can contribute to organizational effectiveness.

CAREER OBJECTIVE

To secure an entry-level professional position in a reputable organization where I can apply my academic knowledge, analytical thinking, and organizational skills to support operational goals, gain practical experience, and grow as a responsible and performance-driven professional.

CORE COMPETENCIES

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| <ul style="list-style-type: none">• Administrative Support• Documentation & Record Management• Data Entry & Data Accuracy• Report Preparation• Office Coordination• Communication Skills | <ul style="list-style-type: none">• Time Management• Problem Solving• Team Collaboration• Attention to Detail• Adaptability & Learning Agility |
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TECHNICAL SKILLS

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| <ul style="list-style-type: none">• Microsoft Word• Microsoft Excel• Microsoft PowerPoint• Internet Browsing & Online Research | <ul style="list-style-type: none">• Email Communication Data• Entry Tools• Windows Operating Systems (Windows 7, Windows 10) |
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EDUCATION

Bachelor of Social Science (BSS)

Department of Economics, National University

Session: 2019–2020 | Result: 2.74 out of 4.00 | Passing Year: 2023

Alim

Group: Humanities, Madrasa Board Result: 5.00 out of 5.00 | Passing Year: 2019

Dakhil

Group: Humanities, Madrasa Board Result: 4.85 out of 5.00 | Passing Year: 2017

TRAINING

- Academic training in Economics, statistics, and social science research methodologies

Practical exposure to report writing, data handling, and analytical assignments

EXTRA CURRICULAR ACTIVITIES

- Actively participated in academic group projects, contributing to data collection, documentation, and structured report preparation
- Delivered individual and group presentations, strengthening verbal communication, public speaking, and confidence in professional settings
- Assisted classmates with note organization, assignment formatting, and deadline coordination, demonstrating teamwork and reliability
- Engaged in self-directed learning through online resources to improve computer literacy, research skills, and information accuracy
- Maintained disciplined study schedules and task prioritization, reflecting strong time management and accountability

LANGUAGE

- Bangla** (Native) | **English** (Fluent)

PERSONAL DETAILS

- Father's Name** : Muhammad Jakir Hossain
- Mother's Name** : Fatema Begum
- Date of Birth** : 18 May 2001
- Nationality** : Bangladeshi
- Religion** : Islam
- Marital Status** : Unmarried
- Blood Group** : B+ (Positive)
- Gender** : Male
- Permanent Address** : Vill: Bashar, Post: Norottompur, P.S: Banaripara, Dist: Barishal
- Present Address** : Dogair Notun Para, Sarulia, Demra, Dhaka-1361

DECLARATION

I hereby declare that the information provided is true and accurate to the best of my knowledge. I take full responsibility for its authenticity.

Signature: _____
Muhammad Neamul Hossain