

Md. Rakib Hossain

Management Professional

01648259781

rakibhossain9781@gmail.com

Village: South Magor
P.S: Nalchity, District: Jhalokati
Post Office: Amirabad

SKILLS

- Ability to work independently and in group
- Ability to work under pressure
- Natural ability to communicate with effectively and persuasively

COMPUTER PROFICIENCY

- Application Package:
Microsoft Word, Microsoft Excel,
Ms Power Point, Internet.

LANGUAGE PROFICIENCY

English: Fluency in speaking, reading, listening & writing.

Bengali: Fluency in speaking, reading, listening & writing.

OTHERS INTERESTS

Reading Books, Internet Browsing,
Networking, Writing, Reading
Newspaper, play Games, Social
Working And Traveling.

PERSONAL DETAILS

Father's Name : Md. Shahid Khan
Mother's Name : Most. Rina Begum
Date of Birth : 09/11/1997
Marital Status : Unmarried
Religion : Islam
Height : 5 Feet 8 Inch
Nationality : Bangladeshi (by birth)
Gender : Male
National ID NO : 8251581065
Blood Group : O+

CAREER OBJECTIVE

My aim is to obtain an excellent profession appreciation in job sector by applying my skills and knowledge. In addition, I love to provide best quality services to the institution with the height level of professionalism and career commitment, as well as to develop my own career.



EDUCATIONAL QUALIFICATION

Masters of Business Administration (MBA)

Name of Institution : Govt. B.M College, Barishal.
Subject : Accounting
Result : CGPA- 2.91
Passing Year : 2020
Board : National University

Bachelor of Business Administration (BBA)

Name of Institution : Govt. Syed Hatem Ali College, Barishal.
Subject : Accounting
Result : CGPA- 2.79
Passing Year : 2019
Board : National University

Higher Secondary Certificate (H.S.C)

Name of Institution : Barishal Govt. Commercial Institute
Group : Business Studies
Result : GPA- 4.57
Passing Year : 2015
Board : Dhaka

Secondary School Certificate (S.S.C)

Name of Institution : Amirabad Secondary School
Group : Business Studies
Result : GPA- 3.31
Passing Year : 2013
Board : Barishal

JOB EXPERIENCE

- Cash Officer** Oct 2025 – Feb 2026
Beacon Pharmaceuticals PLC, Noakhali (Maijdee)
 - Managed daily cash transactions and maintained accurate records.
 - Prepared financial reports and ensured proper cash handling.
 - Coordinated with accounts department for smooth operations.
- Unit Manager** Jan 2019 – Jun 2024
National Life Insurance Company Ltd, Public Insurance (Barishal Branch)
 - Led and supervised a team to achieve monthly and yearly targets.
 - Developed new client relationships and maintained existing clients.
 - Promoted insurance products and ensured customer satisfaction.

DECLARATION

I am confirming that all the information I have given in this resume is true and updated.

(Md. Rakib Hossain)

Date: _____