



Resume Of Md.Raju Hawladar

33/34, Haji Mansion, Nababganj Road, Lalbag, Dhaka-1211.

Mobile: 01733-312440

Email: Rajuhawladar21@gmail.com

Objectives:

Seeking a position to begin my career in a high-level professional environment, to expand my learning & knowledge, intend to Work in a Challenging competitive environment where strong sense of responsibility and commitment is required and also where I can utilize my skills and business studies background to the maximum.

Experience:

1. APEX HUSAIN GROUP :

Position : Officer

Location : Apex House, 18 khaje Dewan (2nd Lane), Chawkbazar, Dhaka.

Duration : Aug-2022 To Oct-2025

Responsibilities:

- ✓ Manage sales administration and back-office operations.
- ✓ Handle customer orders and ensure timely delivery.
- ✓ Maintain accurate customer records using software.
- ✓ Check product quality and report any issues.
- ✓ Work with the sales team to achieve targets.

2. CANDLE DELIVERY SERVICE :

Position : Executive (Bussiness Development & Operations)

Location : Sobhanbag, Dhanmondi, Dhaka.

Duration : Jan 2022 To July 2022

Responsibilities:

- ✓ Confirm parcel pickups and make sure delivery staff deliver on time.
- ✓ Take delivery orders from customers and record them clearly.
- ✓ Keep the customer ledger updated and track transactions.
- ✓ Resolve delivery problems and handle customer complaints quickly.
- ✓ Check parcel quality and report any incidents to the head of operations.

3. RAINBOW TILES :

Position : Assistant Officer

Location : Bangla Motor

Duration : May 2021 To Dec 2021

Responsibilities:

- ✓ Prepare and check invoices and bills on time.
- ✓ Record payments and reconcile daily accounts.
- ✓ Keep ledgers and financial files accurate.
- ✓ Support stock and delivery records for tiles.

4. WINGER :

Position : Sales Associate & Computer Operator

Location : PC Culture Housing Society, Shamoli.

Duration : July 2014 To Jun 2016

Responsibilities:

- ✓ Face to face customer dealings and attened phone calls of cutomer with properly.
- ✓ Maintained website advertisement and communicate with other online selling platform regularly.
- ✓ Proper product knowledge.
- ✓ Handled other official work as per instructed.
- ✓ Performed quality assurance and reported incidents/errors to Supervisor.

Academic Certification:

Examination Passed	Name Of Institution	Board/University	Year Passing	CGPA/ GPA	Group
M.B.A	New Model Degree College	National University	2019	3.09	Marketing
B.B.A (Hon's)	New Model Degree College	National University	2018	3.15	Marketing
H.S.C	Rayhan School & College	DHAKA	2013	4.60	Business Studies
S.S.C	Farid Uddin Siddiqi High School	DHAKA	2011	4.56	Business Studies

Computer Skill:

Have an advance & practical knowledge on Microsoft Office Program, Emailing & Internet browsing.

Course Duration: 3 Months.

Extra-Curricular Activities:

Good Facilitation skill, Reading Books, Traveling, swimming & Gardening.

Personal Attributes & Skills:

- Decision Making Skill.
- Cross Functional communication skill.
- To relate any social work.
- Quick learner & have a learning attitude and Problem-solving abilities.
- Co-operative & can work under pressure.
- Disciplined and punctual, Honest, Confident and Positive minded.

Personal Information:

Father's Name : Md. Ripon Hawladar
 Mother's Name : Parvin Begum
 Permanent Address : Village:124, Dakshin Ramjanpur,
 P.O: RamjanpurHat, P.S: Kalkini, Dist: Madaripur.
 Date of Birth : 02 Jan,1996.
 Sex : Male
 MaritalStatus : Married
 Religion : Islam
 Nationality : Bangladeshi
 Height : 5.5"
 Blood Group : O+

Reference:

Md. Toslim Hossen Khan
 Superintendent (In Charge)
 Govt.Textils Vocational Institute
 Bakshigonj, Jamalpur
 Tel: +8801516-763017

Muhammad Salehuzzaman
 Assistant Manager (Technical)
 Department of ICT
 Sylhet Gas Fields Limited
 (A Company Of Petrobangla)
 Tel: +8801733-455708

Declaration:

I hereby declare that there are no criminal or anti state/social activities records against me.I have not ever been convicted, fined or imprisoned for violating of any laws or not been imposed any disciplinary measures including dismissal or separation from any service on the grounds of misconduct or unsatisfactory performance.

Signature:

MD. Raju Hawladar

Md. Raju Hawladar

Date:10-06-2026