



MD. ROBIUL HOSEN

CONTACT

- +8801858 717410
- robiulhosen1997x@gmail.com
- Vill- Charkanai, P.O- Charkanai
P.S-Patiya, Dist-Chattogram.

SKILLS

- Banking & Cash Management.
- Compliance & Documentation.
- Customer Service Excellence.
- Financial & Administrative Skills.
- Teaching & Mentoring.
- Communication Skills.
- Problem-Solving & Decision-Making.

ACHIEVEMENTS

Basic ICT Training for Teacher's

- **Instiute:** Bangladesh Bureau of Educational Information & Statistics (BANBEIS)
- **Duration:** 15 days (30/11/2020 to 17/12/2020)

ICT for Education in Secondary and Higher Secondary Level

- **Project.** (Phase-II, 1st Revised)
- **Duration:** 15 days (30/11/2020 to 17/12/2020)

Adolescent Nutrition Program

- **Duration:** 15 days (30/11/2020 to 17/12/2020)

COMPUTER SKILLS

- MS Office (Word, Excel, PowerPoint)
- Email & Internet Browsing.
- Social Media Browsing.

CARRIER OBJECTIVE

Motivated and dedicated professional with a Master of Business Administration (M.B.A) in Management and over 7 years of teaching experience as an Assistant Teacher. Skilled in classroom management, student guidance, and communication, with strong proficiency in MS Office and internet applications. Seeking an opportunity in a dynamic organization where I can contribute my knowledge, leadership, and commitment to excellence while continuously developing my professional and managerial skills.

WORK EXPERIENCES

ASSISTANT OFFICER (CASH)

Social Islami Bank PLC

Signboard bazar sub branch (Bagerhat)

Responsibilities:

- Handle daily cash transactions including deposits, withdrawals, remittances, and fund transfers with accuracy and efficiency.
- Maintain proper cash balancing at the counter and ensure compliance with the bank's cash management policies.
- Verify customer signatures, identification, and transaction documents to prevent fraud and ensure regulatory compliance.
- Support branch operations by preparing cash reports, vouchers, and reconciliations at the end of the day.

ASSISTANT TEACHER

Pancharia Halima Rahman High School.

Duration: 7 Years.

Responsibilities:

- Assisted in planning and delivering lessons in accordance with the school curriculum to enhance student learning outcomes.
- Supported senior teachers in preparing teaching materials, assessments, and classroom activities.
- Monitored student performance, maintained attendance records, and provided academic guidance to improve weak areas.
- Facilitated group discussions, interactive learning sessions, and extracurricular activities to encourage student engagement.
- Maintained classroom discipline and created a positive learning environment.

LANGUAGES

- **Bangla:** Mother Tongue.
- **English:** Fluent.
- **Hindi:** Basic.

PERSONAL INFO

- **Name:** Robiul Hosen.
- **Father Name:** Late Abul Kasem.
- **Mother Name:** Nur Nahar Begum.
- **Date of Birth:** 15 March 1997
- **Nationality:** Bangladeshi.
- **Religion:** Islam.
- **Marital Status:** Married.
- **Gender:** Male.
- **Present Address:** Vill- Charkanai, P.O- Charkanai, Ward-05, P.S-Patiya, Dist- Chattogram.

DECLARATION

- I do hereby declare that the above-written particular are true to the best of my knowledge and belief.

MCD STAFF (ZIPPER STORE)

Universal Jeans Limited, CEPZ, Chottogram.

Duration: 11 Months.

Responsibilities:

- Receive zippers and zipper-related accessories from suppliers; check delivery against purchase order (PO) and packing list.
- Perform incoming quality inspection (visual + sample tests) and mark/segregate any defective lots.
- Record receipts into store ledger / ERP system and label bins with item code, size, color, and batch/lot number.
- Store zippers safely and maintain first-expiry / first-out (FEFO) or first-in / first-out (FIFO) rotation.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

Institution: Govt. Commerce College.

University: National University.

Department: Management.

Result: CGPA 2.78 Out Of 4.

Passing Year: 2022

BACHELOR OF BUSINESS ADMINISTRATION

Institution: Gachbaria Govt. College, Chattogram.

University: National University.

Department: Management.

Result: CGPA 2.56 Out Of 4.

Passing Year: 2020

HIGHER SECONDARY CERTIFICATE

Institution: Mansha School & College, Chattogram.

Department: Business Administration.

Board: Chattogram.

Result: GPA 3.90

Passing year: 2014

SECONDARY SCHOOL CERTIFICATE

Institution: Charkanai High School, Patiya, Chattogram.

Department: Business Administration.

Board: Chattogram.

Result: GPA 4.13 Out Of 5.

Passing year: 2012

SIGNATURE:

Md. Robiul Hosen.