



Shakil Hossen

Passport: A01127850 | **Date of birth:** 12/12/1999 | **Place of birth:** Jashore , Bangladesh
| **Nationality:** Bangladeshi | **Gender:** Male | **Phone:** (+880) 1303797492 (Mobile) |
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Jashore , Bangladesh (Home)

● ABOUT MYSELF

Motivated and detail-oriented professional with a Bachelor's degree in Social Science and 2 years of experience as an Assistant Manager in the construction industry. Proven expertise in project management, team collaboration, and operational efficiency. Demonstrated ability to manage multiple tasks, solve problems, and ensure successful project delivery. Passionate about personal development and exploring the world through travel, bringing a broad perspective to problem-solving and team dynamics. Eager to apply my skills and experience to contribute to a progressive organization.

● WORK EXPERIENCE

01/01/2022 - 01/04/2024 - JASHORE , BANGLADESH

ASSISTANT MANAGER M/S BISWAJIT CONSTRUCTION

- Assisted in planning, coordinating, and scheduling construction projects while supervising on-site workers to ensure timely completion.
- Monitored safety and environmental compliance, conducted site inspections, and maintained quality control.
- Managed budgets, materials, and project documentation, including permits and contracts.
- Communicated with clients, contractors, and stakeholders to resolve issues and provide regular progress updates.
- Reported project status to senior management and participated in safety and progress meetings.

● EDUCATION & TRAINING

01/09/2018 - 01/11/2022 - DHAKA, BANGLADESH

BACHELOR OF SOCIAL SCIENCE - NATIONAL UNIVERSITY

Field(s) of study: Social Work | **Final grade:** 2.60 out of 4.00

01/06/2016 - 01/06/2018 - JASHORE , BANGLADESH

HIGHER SECONDARY CERTIFICATE - RUPDIA SAHEED SMRITY COLLEGE

Field(s) of study: Humanities | **Final grade:** 3.42 out of 5.00

01/01/2014 - 01/03/2016 - JASHORE , BANGLADESH

SECONDARY SCHOOL CERTIFICATE - NAMEJ SARDAR HIGH SCHOOL

Field(s) of study: Humanities | **Final grade:** 3.06 out of 5.00

● LANGUAGE SKILLS

Mother tongue(s): **BENGALI**

UNDERSTANDING

SPEAKING

WRITING

	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	B2	B2	C2

● **SKILLS**

Team work and team leadership | Client & Contractor Communication | Reporting & Documentation | Attention to detail. | Project Planning & Coordination | Problem-solving & decision making | Site Supervision | Safety & Compliance Management | Quality Control & Assurance | Budgeting & Cost Control | Construction Documentation