

Curriculum Vitae

Md. Sazib Hosain



Mailing Address :

Shantibagh, Shahjahanpur,
Dhaka-1217
Cell : +88 01303433667
E-mail : sajibegen@gmail.com

Career Objective :

Looking for hard and challenging job where I will have the scope to utilize my potentiality and skills to do something innovative and for where I will able to enhance my knowledge.

Educational Qualification :

Bsc. Hon's

University : National University
Name of Institution : Govt. Akbar Ali College
Department : Botany
Result : CGPA 2.74 (Out of 4.00)
Passing Year : 2022

Higher Secondary Certificate (H.S.C)

Name of Institution : Govt. Akbar Ali College
Group : Science
Result : GPA 4.25 (Out of 5.00)
Passing Year : 2016
Board : Rajshahi

Secondary School Certificate (S.S.C)

Name of Institution : Ullah Para Adarsha High School
Group : Science
Result : GPA- 5.00 (Out of 5.00)
Passing o Year : 2014
Board : Rajshahi

Job Experiences :

✓ Organization Name : ABCL IT & Training Institute
Designation : Assistant Manager
Duration : 4 Years

Key Responsibilities:

- Assisted in overall institute operations and daily administrative activities
- Coordinated between management, trainers, and staff to ensure smooth workflow
- Monitored student enrollment, course schedules, and training programs
- Maintained official documents, reports, and records
- Supported decision-making by preparing performance and sales reports
- Supervised junior staff and ensured task completion on time
- Handled customer queries and resolved operational issues professionally

✓ Organization Name : Rahman Inspection Ltd.
Designation : Surveyor
Duration : 1 Years

Training

✓ Institute Name : ABCL IT & Training Institute
Course Title : Digital Marketing
Duration : 6 Months

Skills :

MS Word
MS Excel
MS PowerPoint
Internet Browsing
Leadership

Language Skills

Bangla
English

Personal Information :

Father's name : Md. Kalu Pramanik
Mother's name : Hamida Khatun
Date of Birth : 30-12-1998
Gender : Male.
Marital Status : Single
Religious : Islam
Nationality : Bangladeshi.
Blood Group : B+
National ID : 1504726298
Permanent Address : Vill: Bankhua, P.O: Ullah Para
P.S: Ullah Para, Dist: Sirajganj.

Declaration:

I certify all information stated in this resume is true and complete to the best of my knowledge. I authorize the receiver of the CV to verify the information provided in the resume.

Sazib

Signature