

MD. MAHBUB HASAN

Address: Nithpur, Porsha, Naogaon 6550 **Phone:** 01711765054, 01729321381 **Email:** dmmahbub4@gmail.com

CAREER OBJECTIVE

To work in a dynamic organization where I can utilize my communication and interpersonal skills to achieve organizational goals and build a successful career in the development or banking sector.

CAREER SUMMARY

Highly motivated and responsible professional with hands-on experience in financial operations, including loan disbursement and client account management. Proven ability to maintain accurate records, achieve financial targets, and build strong customer relationships.

PROFESSIONAL EXPERIENCE

Senior Field Officer | Society for Social Service *Duration: Dec 01, 2025 – Present*

- **Field Supervision:** Conduct regular field visits to monitor and supervise ongoing development activities.
- **Financial Management:** Manage group formation, loan disbursement, and collection processes with accuracy.
- **Relationship Building:** Build and maintain strong rapport with community members and beneficiaries to expand outreach programs.
- **Compliance & Reporting:** Ensure proper documentation and reporting of all field activities according to organizational standards.
- **Capacity Building:** Identify potential clients and provide necessary training and support to group members.

EDUCATION

- **Bachelor of Arts (BA) in Bengali**
 - National University | Result: 2.32/4.00 | Passing Year: 2018
- **Higher Secondary Certificate (HSC) – Business Studies**
 - Porsha Degree College | Result: 2.4/5.00 | Passing Year: 2013
- **Secondary School Certificate (SSC) – Business Studies**
 - Nithpur School and College | Result: 3.44/5.00 | Passing Year: 2011

TECHNICAL SKILLS

- **Office Suite:** Proficient in Microsoft Word (formatting, typing, mail merge), Excel (data entry, formulas, reporting), and PowerPoint (presentation design).
- **Digital Literacy:** Skilled in internet browsing, official email communication, and file management.
- **Data Management:** Experienced in data entry and maintaining accurate financial records.

SPECIAL QUALIFICATIONS & SOFT SKILLS

- **Banking Operations:** Strong knowledge of basic banking, loan processing, and cash-related operations.
- **Interpersonal Skills:** Excellent communication, customer handling, and relationship management.
- **Organizational Skills:** Capable of teamwork, time management, and effective problem-solving.

TRAINING & CERTIFICATION

- **Computer Office Application** (6 Months)
 - Bangladesh Technical Education Board, Dhaka | 2020

PERSONAL DETAILS

- **Father's Name:** Md. Aminul Islam
- **Mother's Name:** Mst. Monoara Begum
- **Date of Birth:** Nov 20, 1996
- **Marital Status:** Unmarried
- **National ID:** 4182630535
- **Blood Group:** B+
- **Height & Weight:** 1.7 Meter / 68 Kg

REFERENCE

Md. Kamruzzaman Mondol Assistant Community Medical Officer Sub-Health Center, Nonahar, Porsha, Naogaon **Mobile:** 01717680810 **Relation:** Relative