

MD MOJAMMEL HOQUE

MailingAddress :
EastKalurghat, Boalkhali,Chattogram



CONTACT

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mojammelhq57@gmail.com

Kadam Rasul, Banshkhali,
Chattogram.

PERSONAL INFORMATION

- Date of Birth : 25-08-2000
- Marital Status : Unmarried
- Blood Group : B+
- Nationality : Bangladeshi
- NID Number : 6926396901

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Strong Navigation
- ERP Expert

COMPUTER SKILL

- MS Word
- MS Excel
- MS PowerPoint
- Internet Browsing

LANGUAGES

- Bangla
- English

Signature



PROFILE

To Secure Foundational Knowledge of Key Business Concepts and Practices, Including Management, Sales & Marketing, Accountant & Entrepreneurship Develop Analytical Skill & Decision Making Skills Applicable in business settings, Understand the role of ethics and social responsibility in business, Prepare for further studies or careers in the business field.



WORK EXPERIENCE

HAKKANI GROUP

2024 - PRESENT

Assistant VAT Officer

- To maintain daily records of raw material stock and usage. To prepare annual reports at the end of each financial year. To accurately prepare and maintain Mushak (VAT) forms 6.1,6.2,6.3,6.4,6.6,9.1(Return) etc

HAKKANI GROUP

2021 - 2024

Senior Supervisor(SMILE TISSUE, a Concern of Hakkani Group)

- Supervising and monitoring employees' work
- Providing instructions, guidance, and support
- Solving operational and employee-related problems
- Preparing reports and submitting them to management
- Training and guiding new employees
- Monitoring attendance and performance
- Coordinating between management and workers



EDUCATION

Bachelor of Business Administration (BBA)

National University

2023

Management

GPA: 3.00 (out of 4.00)

Higher Secondary School (HSC)

Dewanhat City Corporation College, Chattogram.

2019

Business Studies

GPA: 4.25 (out of 5.00)

Secondary School Certificate (SSC)

West Banshkhali High School

2017

Science

GPA: 4.68 (out of 5.00)

