



MD JAHANGIR HOSSEN



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Atharkhada, Magura Sadar, Magura-7600



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SKILLS HIGHLIGHTS

- Tally ERP
- Microsoft Office Package
- IT Skills
- Financial Statements
- Account Analysis
- Bank Reconciliation
- General Ledger
- A/P, A/R etc
- E-Commerce Business

LANGUAGES

- Bengali
- English
- Hindi

PERSONAL PROFICIENCIES

- Complex Problem Solving
- Self-Confident
- Positive Thinker
- Creativity
- People Management
- Coordinating with Others
- Emotional Intelligence
- Service Operation
- Negotiation
- Able to Work Under Pressure

CAREER OBJECTIVE

I intend to work in a challenging position of an organization that has a competitive environment, where a strong sense of responsibility & commitment is required. Creativity, sincerity, skill, & performance are the criteria for appraisal and recognition, as well as where dignity of work provides job satisfaction.

JOB EXPERIENCE-01

Company Name: Ad-Din Welfare Centre

Address: Pularhat, Jashore

Designation: Assistant Branch Manager

Duration: 1 Year

Duties/Responsibilities: Loan Analysis, Field Visit, Audit

JOB EXPERIENCE-02

Home & Online Tutor

Subject Level: Accounting, General Math, Finance & Banking, English Language & Grammar

Class Level: 9, 10, 11, 12

Experience: 8 Years

ACADEMIC QUALIFICATION

Master of Business Administration (MBA)

Institute : Govt. H.S.S. College, Magura
Subject : Management
Result (CGPA) : 2.97 Out of 4.00
Passing Year : 2020

Bachelor of Business Administration (BBA)

Institute : Govt. H.S.S. College, Magura
Subject : Management
Result (CGPA) : 2.77 Out of 4.00
Passing Year : 2018

Higher Secondary Certificate (HSC)

Institute : Govt. H.S.S. College, Magura
Group : Business Studies
Result (GPA) : 3.60 Out of 5.00
Passing Year : 2013

Secondary School Certificate (SSC)

Institute : Shibrampur Secondary School
Group : Business Studies
Result (GPA) : 3.75 Out of 5.00
Passing Year : 2011

TRAINING/COURSES

- **Name of the Institute:** Magura Computer & ICT Center
- **Topic:** Computer Application Course
- **Duration:** 06 Months

COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Photoshop
- Graphics Design
- Internet Browsing & Mailing

PERSONAL DETAILS

- **Father's Name** : Md. Abdur Rashid Sheikh
- **Mother's Name** : Champa Begum
- **Date of Birth** : 03-09-1995
- **Religion** : Islam
- **Nationality** : Bangladeshi
- **Marital Status** : Single
- **Height** : 5.7"
- **Weight** : 60 Kg
- **NID No** : 2827233194
- **Permanent Address** : Atharkhada, Magura Sadar, Magura-7600

REFERENCES

Manik Bhowmik
Provashok, Management
Lohagara Govt. College, Narail
Phone: +8801746491974
Email: manik.bhowmik5012@gmail.com

DECLARATION

I, the undersigned declare that the information specified in this Resume is true to the best of my belief and knowledge and correctly describes my experience and myself.



MD. JAHANGIR HOSSEN