



Curriculum Vitae of

IMRAN HOSEN



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Dhanpur , Merruakhala, Bishwambharpur, Sunamganj.

ABOUT ME

Hi, I am IMRAN HOSEN, I have completed **MBA** from Sunamganj Govt. College, I have some strong interpersonal & Technical working Skills. Work skills in computer, written and spoken fluency in Bangla and English, and the capability of working independently are mainly. Now I am looking for a job in my education-related or other better sector. I am an honest and hard-working person.

CAREER OBJECTIVES

I want to be a dynamic member of any leading organization where I can add value to it, and I can develop my career. To work in a challenging and competitive environment where I can fulfill my job responsibilities efficiently and effectively, through my sound analytical knowledge, strong leadership and interpersonal communication skills.

JOB EXPERIENCE

Total Year of Experience: 01+ Years

Organization : Universal Digital Engineering Ltd

Designation : Accountant

Duration : 01 Years

Area : Dhaka District.

Duties/Responsibilities:

- Sales, Recovery, Collection, Customer Relationship & Services
- Setting sales goals and developing sales strategies.
- Handling customer queries, inquiries and complaints.
- Managing the sales process through specific software programs.
- Meet daily, weekly and monthly sales targets.
- Preparing appropriate presentations on products and services
- Ensuring stock availability for sale.
- Attending exhibitions or conferences on behalf of the company.
- Collaborating with team members to achieve better results.

LANGUAGE

■ Bangla : Mother Tongue.

■ English : Good at Listening, Reading, Writing & Speaking.

■ Bangla



■ English



AREA OF EXPERTISE

- Controlling
- Monitoring
- Office Management
- Documentation
- Presentation
- Customer Service
- Communication
- Public Relation
- Team Management
- Time Management

COMPUTER SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Information Searching
E-Mail & Internet
Windows Operating
Managing Social
Networking Pages & Groups

CORE SKILLS

Sales & Marketing
Financial Analysis
Office Management
Internal Audit
Financial Reporting
Volunteer Activities
Social services
Customer Service

FIELD OF WORK SKILLS

Data analysis
Ability to prepare financial statement
Knowledge of accounting practices
Regulatory and policy knowledge
Business knowledge
Adaptability
Attention to detail
Software proficiency

EDUCATION QUALIFICATION

Master of Business Administration (MBA)

Board : National University
Institute : Sunamganj Govt. College
Subject : MBA (Accounting)
Passing Year : 2020
Result : CGPA : 3.13 (out of 4)

Bachelor of Business Administration (Honor's)

Board : National University
Institute : Sunamganj Govt. College
Subject : BBA (Accounting)
Passing Year : 2019
Result : CGPA : 2.94 (out of 4)

Higher Secondary Certificate (H.S.C)

Group : Business Studies
Result : GPA 3.80 (Out of 5.00)
Board : Sylhet
Passing Year : 2014

Secondary School Certificate (S.S.C)

Group : Business Studies
Result : GPA 4.06 (Out of 5.00)
Board : Sylhet
Passing Year : 2012

EXTRA SKILLS (Social Organization)

- Ex. General Secretary of Biswamberpur Student Welfare Council, Sunamganj Government College.
- General Secretary of Bangladesh Youth Initiative (BYI), Sunamganj unit.
- Member of Biswamberpur Development Forum.
- Member of Nandhonik Shopno Dhanpur
- Member of BD Clean

PERSONAL ATTRIBUTES

- MS Office Application (MS Word MS Excel, MS Power Point).
- Outstanding problem-solving, coordinating, and supervisory skills.
- Ability to work with Sales, Production, Logistics, and Management
- Strong negotiation, sales, and marketing skills.
- Software and hardware problem-solving skills.
- Excellent Management skills and time management skills.
- Solid customer service and marketing skills.
- Remarkable analytical, Computer, and team-building skills

PERSONAL SKILLS

Sincere & Honest
Ability to work
hard Analytical
thinking Active
listening Decision-
making Excellent
attention Time
Management
Problem-solving
Self-motivated.
Able to work long hour's
Prompt decision making
ability. Excellent
Communication skills.

MANAGEMENT SKILLS

Report & Documentation
Organizational Structuring
Administrative Support
Technical Support
Policy and Procedures
Time Management
Decision Making
Effective
Communication Talent
Management Team
Leadership
Performance Improvement

INTEREST

Computer browsing
Traveling
Volunteer activities
Cultural activities
Reading books and novels

PERSONAL INFORMATION

Full Name	: Imran Hosen
Father's Name	: Abdul Latif
Mother's Name	: Rokeya Begum
Date of Birth	: 12 th August 1996
Nationality	: Bangladeshi (By Birth)
Nationality ID	: 1951475746
Religion	: Islam
Marital Status	: Unmarried
Height	: 5'-6.4"
Weight	: 60Kg
BloodGroup	: B+ (Positive)
Gender	: Male

Permanent Address:

Village	: Dhanpur
Post Office	: Merukhala
Upazilla/P.S	: Bishwambharpur
District	: Sunamganj
Division	: Sylhet

REFERENCE

Mr. Md Jamal Uddin
Union Land Offecer
Land Office Sunamganj
Mob: 01774-911386

Mr. Bayzid Mia
Carded Officer (progoti) BRAC
Field Office Madhobpur,
Habiganj.
Mobile: 01717-725271

DECLARATION

My above-furnished information is true and correct to the best of my knowledge & belief. I assure you that you will be more satisfied with my accomplishments, capability and dedication if given an opportunity in this prestigious organization.

Yours Truly,

Imran Hosen
Date: