

MD. JAMAL HOSSEN

🏠 Hasla, Damiha (2316), Tarail, Kishoreganj.
📞 Mobile: +8801639-188743
✉ Email: Jhjamal563@gmail.com



CAREER OBJECTIVE

To secure a Challenging Position in a dynamic organization where I can utilize my academic background in Management and training in computer applications to contribute to organizational success while enhancing my skills in a professional environment. Committed to delivering results with a focus on teamwork, adaptability, and continuous learning.

AREA OF EXPERTISE

- **Basic Computer Applications** : Proficient in MS Office, Including Excel, Word, and Power Point, with strong skills in creating reports, spreadsheets, and presentations.
- **Data Entry and Management** : Experienced in accurate data entry, database management, and record-keeping.
- **Communication and Interpersonal Skills** : Skilled in clear, Professional communication and building positive relationships in team environments.
- **Problem-solving and Decision-Making** : Adept at analyzing challenges, Identifying solutions, and making informed decisions to achieve goals.
- **Customer Service Skills** : Committed to delivering excellent service, Addressing Client needs and maintaining Satisfaction.
- **Report Writing and Documentation** : Skilled in preparing detailed, Accurate, and well-organized reports and documentation.
- **Presentation Skills** : Proficient in delivering engaging and informative presentations tailored to the audience.
- **Basic Business Operations Knowledge** : Familiar with essential business processes and operational functions.
- **Administrative Skills** : Knowledge in handling administrative tasks, including scheduling documentation, and correspondence.

PROFESSIONAL EXPERIENCE :

- | | |
|-------------------|--|
| ▪ 1. Organization | : Bank Asia Ltd. (Agent Banking). |
| ▪ Position | : Customers Service Officer. |
| ▪ Duration | : 01 September 2020 Form 31 December 2022. |
| ▪ Location | : Nandail Chowrasta, Mymensingh. |
| ▪ 2. Organization | : ACI Company Ltd. |
| ▪ Position | : Sales Representative (S.R) |
| ▪ Duration | : 01 February 2023 form 01 April 2024. |
| ▪ Location | : Tarail, Kishoreganj. |

- 3. Organization : Green Bangla Agrovat Ltd.
- Position : Field Office
- Duration : 01 August 2024 form 28 February 2025
- Location : Tarail, Kishoreganj.

TRAINING :

- Computer Basic Office Application :
Modern Computer Training Center, Kishoreganj. (6 Month)

ACADEMIC QUALIFICATION:

- BBA Honours (Managment)
National University (CGPA: 3.00) 2022
- HSC (Business Studies)
Tarail Muktizodhya College (GPA: 3.33) 2017
- SSC (Business Studies)
Tarail Pilot High School (GPA: 4.00) 2015

PERSONAL INFORMATION:

- Nationality : Bangladeshi
- Date of Birth : 04/02/1998
- National ID : 1954736466
- (Blood Group : A+)
- Religion : Islam

REFERENCES :

- Md. Saruar Hossain
Advocate
Dhaka Judge Court, Dhaka.
Phone : +8801920-500488.

**Signature &
Date :**