



MAHABUB MAL

+8801709-527718
rmmahabub58@gmail.com
Darial, Bakerganj, Barishal.

PERSONAL STRENGTH

- Collaboration
- Problem Solving
- Critical Thinking
- Teamwork
- Active Listening
- Time Management
- Work Ethic

COMMUNICATION SKILLS

- **Bangla:** Native (Fluent in speaking, writing, and presentations).
- **English:** Advanced (Proficient in professional writing and multicultural communication).

HOBBIES

- Playing Football
- Graphics Design
- Traveling
- Walking in Nature
- Brain Games

CAREER OBJECTIVE

To use my honesty, dedication, innovation, enthusiasm, and responsibility in a challenging career. I have strong listening and communication skills that allow me to interact effectively with customers and colleagues. I am eager to build a successful career with your organization.

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration (2023)

Institute : Barishal Govt. College, Barishal
Result : 2.73 out of 4.00
Subject : Accounting
University : National University

Higher Secondary Certificate (2019)

Institute : Alekanda Govt. College, Barishal
Group : Business Studies
Board : Barisal
Result : 3.00 out of 5.00

Secondary School Certificate (2016)

Institute : Darial Secondary School, Barishal
Group : Business Studies
Board : Barisal
Result : 3.22 out of 5.00

TRAINING & EXPERIENCE

Driving & Logistics

- **Rules & Safety:** Strong knowledge of traffic laws, road safety, and signs.
- **Maintenance:** Able to perform basic vehicle checks and minor troubleshooting.
- **Navigation:** Skilled in using Google Maps for efficient route planning.

Computer Training

- Completed Certified training on Microsoft Office Application from Barishal Tagnical Training Center (6 months)

COMPUTER LITERACY

- Proficient in Microsoft Office Applications (MS Word, MS Excel, MS PowerPoint)
- Efficient in Internet Browsing, Online Research, and Professional Email Communication
- Skilled in Data Entry, Record Keeping, and Documentation Management
- Ability to prepare reports, presentations, and official documents with accuracy
- Good typing speed with attention to detail and organizational skills

REFERENCE

- Name : Md. Rafikul Islam Polash
- Institute : IT Consultants PLC. (Qcash)
- Position : First Executive Officer
- Contact : 01954392178
- Mail : rafikulpolash5@gmail.com

PERSONAL INFORMATION

Name : Mahabub Mal
Father's Name : Md. Mozammel Mal
Mother's Name : Nazma Begum
Date of Birth : 12 January, 2001
Present Address : Village: Darial, Post: Darial -8280,
Upazila: Bakergonj, Zilla: Barishal.
Permanent Address : Village: Darial, Post: Darial -8280,
Upazila: Bakergonj, Zilla: Barishal.
Gender : Male
Nationality : Bangladeshi
Religion : Islam
Marital Status : Unmarried
Blood Group : A+ (Positive)
Height : 5 Feet 5 Inch
Weight : 61 KG
NID No. : 7362778321

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that any false statement or omission of facts may result in disqualification or dismissal.

Yours faithfully,
Mahabub Mal

Signature