

MD. SHAHADAT HOSSAIN

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📅 Oct 02, 1998

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Career Objective

Results-driven business graduate with hands-on experience in financial operations, business coordination, and client communication. Proven ability to manage and record day-to-day financial transactions and contribute to cost control and business strategy execution. Gained foundational exposure to banking operations during internship. Strong in teamwork, communication, and problem-solving, with a keen eye for detail and a commitment to continuous learning and professional growth.

Experience

Aug 2024 – Mar 2026

Assistant Executive

Texmart Trading Co.

- Keeping records of day-to-day financial transactions.
- Assisting in the operation of business management.
- Assisting in the development and execution of business strategies.
- Handling cash transactions while issuing an LC before the next import orders.
- Helping in handling clients and suppliers through mail and communication.
- Oversaw financial analysis and cost control measures through assessing purchase orders and packing lists.

Education

2023

Master of Business Administration, Department of Accounting & Information Systems

Jagannath University

CGPA:3.15/ On a scale of 4.00

2022

Bachelor of Business Administration, Department of Accounting & Information Systems

Jagannath University

CGPA:3.21/ On a scale of 4.00

2017

Higher Secondary Certificate, Business Studies Background

Dhaka City College

GPA: 4.75/5.0

2015

Secondary School Certificate, Business Studies Background

Government Laboratory High School

GPA: 4.67/5.0

Technical & Interpersonal Skills

Practical Knowledge of MS Office (Word, PowerPoint, Excel), managing events.

Good proficiency at writing and speaking both in **Bangla and English**.

Good at **Teamwork and Collaboration, Time Management, Communication, and Problem Solving**.

Interests in **Travelling, reading books, photography, content writing**.

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

Aug 2020 – Jul 2021
Dhaka, Bangladesh

Jagannath University Career Club

Former Management Trainee (PR & Publication team)

- Was recruited here to be trained under a 1-year long MT program where we were committed to work in the club.
- We were also assigned with some teamwork to enhance our soft skills under the supervision of executive and senior executive panels of this club and had been committed with the club as an MT to work in its upcoming events, competition program

Mar 2020 – Feb 2021
Dhaka, Bangladesh

Jagannath University IT Society

Former Accelerator (Branding & Promotion team)

- Was recruited here to be trained under a 6-month-long accelerator program where we learn various types of soft skills (PowerPoint, Formal Email writing, Google form creation etc.) through sessions
- Worked for the promotion of a national idea competition (IdeaQuakes_2020) organized by JNUITS.

Internship & Training

Jan 2024 – Apr 2024
Dhaka

United Commercial Bank PLC

Intern

- Verify whether the necessary documents are provided regarding account opening.
- Distribution of cheque books and debit/credit cards.
- Answer the queries regarding general banking activities.
- Checking the KYC documents.
- update information regarding locker service.

Oct 2020
Dhaka, Bangladesh

Bangladesh Youth Leadership Center

Trainee at Acquiring Competencies for Employment (ACE)

ACE is a two-week long intensive career development training for university undergraduate and master's programs

- This program focused on professional email writing, cover letter and resume writing, workplace etiquette, negotiation, interview and presentation skills

References

Dr. Leyaket Hossain Mahmood, *Professor*,

Department of Accounting & Information Systems, Faculty of Business Studies, Jagannath University, Dhaka.
leyaket@ais.jnu.ac.bd, 01716-033441

Amdad Hossain, *Assistant Manager*,

Mutual Trust Bank Ltd. Dhaka., 01712-167933

Declaration

"I certify that all information stated above is true and correct to the best of my knowledge."



Md. Shahadat Hossain