



MD. SAZZAD HOSSAIN



Mailing Address:

House #C-21, Block #E,
Zakir Hossain Road,
Muhammadpur, Dhaka- 1207.



Phone:

+8801782-727910



E-mail:

sazzadhossen892@gmail.com

ACADEMIC QUALIFICATIONS

Master's of Business Administration: (M.B.A)

Institution : New Model Degree College
Subject : Marketing
Year of passing : 2021
CGPA : 3.25 (out of 4)
Board : National University

Bachelor of Business Administration: (B.B.A)

Institution : MA Hasem College
Subject : Marketing
Year of passing : 2020
CGPA : 2.81 (out of 4)
Board : National University

Higher Secondary Certificate: (H.S.C)

Institution : Saikat Govt. College
Group : Business Studies
Year of passing : 2016
GPA : 3.75 (out of 5)
Board : Comilla

Secondary School Certificate: (S.S.C)

Institution : Char Aman Ullah High School
Group : Business Studies
Year of Passing : 2014
GPA : 4.06 (out of 5)
Board : Comilla

PROFILE

To pursue a long- term career offering opportunities for exposure of potentials as Well as congeniality to lead a sincere life with dignity To secure employment with a reputable Bank, company or institution, where I can utilize my skills and business studies background to the maximum.

WORK EXPERIENCE

ENTER YOUR POSITION TITLE HERE

Organization : **Center for people & Environ**
Designation : **Admin & Accounts**
Duration : 01 January 2022 to 30 April 2025

Responsibilities:-

- Monitor cash voucher support in all districts.
- Validate cash voucher.
- Visit medical facilities regularly to ensure accurate data input by midwives for cash voucher.
- Be experienced in online and mobile banking system.
- Request the deputy manager of the project.
- Maintain good coordination with other coordinators and supervisors.
- Cross-check with mothers before and after transferring cash vouchers over the phone.
- Prepared all invoice.
- Provide financial support during meetings and training sessions.
- Maintain up to date employee records, including attendance, leave, and absence tracking.

ENTER YOUR POSITION TITLE HERE

Organization : Deshojo Bazar
Designation : Co-ordinator
Duration : 1 Year (1st January 2021 to 31 December 2021)

Responsibilities:-

- Communicating with clients or employers about product, event or campaign expectations and goals.
- Delegating tasks to appropriate team members.
- Managing deadlines and progress across the team to ensure the project is delivered on time and on budget.
- Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards.
- Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success.

LANGUAGE

Excellent Reading, Writing and listening skills in Bengali and English languages.

COMPUTER PROFICIENCY

Microsoft office application, E-mail, Internet Browsing & basic knowledge on computer software and operating system.

Major Strength

Quick Learner
Hard Working
Self Motivation
Honest & Sincere
Good Team Member
Strong Communication
Work in Challenging Environment
Strong Understanding of development

SOCIAL

FACEBOOK
WHATSAPP
TWITTER
LINKEDIN
INSTAGRAM
TELEGRAM

EXTRA CURRICULAR ACTIVITIES

Student Council
Sports
Clubs
Organizations
Social Service
Volunteering
Peer tutoring
Fundraising etc.

PERSONAL INFORMATION

Name : **Md. Sazzad Hossain**
Father's Name : Mobassar Ahammed
Mother's Name : Alaya Begum
Date of Birth : 20 October, 1997
Nationality : Bangladeshi (By Birth)
Permanent Address : C/O: Mobassor Ahammed,
Vill: Dakshin Char Amanullah,
P.O: Ram Charan Bazar,
P.S: Hatiya, Dist: Noakhali- 3891.
NID No. : 9576656210
Passport No. : A07915181
Marital Status : Single
Religion : Islam
Mobile : 01782-727910
Sex : Male
Blood Group : B+
Height : 5.6"
Weight : 62 kg

REFERENCE

1. Name : **Selina Akter**
Organization : IRC
Designation : Project Manager
Address : Subornachar, Noakhali
Mobile : 01879-006234
E-mail : selinashonda2@gmail.com
Relation : Cousin
2. Name : **Firoj Uddin**
Organization : Felicity IDC Limited (Data Centre)
Designation : Jr. Engineer, Network System
Address : Kaliakair, Gazipur
Mobile : 01743707089
E-mail : firoj@felicity.net.bd
Relation : Cousin

ANNOUNCEMENT

I do hereby declare that the particulars provided here are true and no misinformation is given.



Signature