

MD. FERUZ HOSSEN

CAREER OBJECTIVE

A dynamic professional with proven expertise as a Subject Matter Expert in Admin and Accounts, possessing strong communication and leadership skills. Seeking a challenging position where I can utilize my diverse experience to optimize operational processes, ensure high quality standards, and improve overall efficiency. Committed to promoting collaboration, innovation, and continuous improvement to achieve exceptional results and contribute to organizational success.

Core Qualifications:

- ☐ Leadership & Team Management
- ☐ Effective Communication
- ☐ Advanced Customer Service Skills
- ☐ Adaptability & Problem Solving
- ☐ Information Technology Proficiency
- ☐ Proficiency in MS Office & Basic Accounting Software.



Address: Savar, Dhaka

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WORK EXPERIENCE:

[Total Work experience: Five years]

1. Jr. Accounts & Admin Officer

A.H Enterprise Ltd. March 2024 to Present

2. Accounts & Admin Officer

Younic Limited. March 2023- Feb 2024

3. Mokam Partner Supervisor - (Mokam) Dept.

Shop Up. Jan 2022 - Aug 2022

4. ICT Trainer Basic Course

Rajshahi College, Rajshahi, March 2018 - March 2020



Job Responsibility:

- Processing invoices & managing accounts payable/receivable,
- Perform daily audits on the internal system.
- Work with teams.
- Responsible for guiding new joiners in order to achieve ramp up target.
- Conducting regular inventory audits and maintaining inventory records.
- Planning and executing in-store promotions and events.
- Answering calls, managing emails, data entry, and providing general office support.

TRAININGS

- Information & Communication Technology Course for Master's Program: Rajshahi College (1 year' duration)
- Skill Development for Mobile Game & Application Project (06 Months' duration)
- ICT Training Program (21 Days duration)
- Computer Office Management: (City Computer Training Institute) - (06 months' duration)

EDUCATION

- 2019: Master of Business Administration (MBA) from National University (NU)
Subject: Management, Result: 2.69 Out of 4.00)
- 2017: Bachelor of Business Administration (BBA) from National University (NU)
Subject: Management, Result: 2.81 Out of 4.00)
- 2013: Higher Secondary Certificate (H.S.C) from Rajshahi Broad
Subject: Business Studies, Result: 4.50 Out of 5.00)
- 2011: Secondary School Certificate (S.S.C) from Rajshahi Broad
Subject: Business Studies, Result: 4.00 Out of 5.00)

INTERESTS

- Spending time with family and friends
- Playing Cricket
- Travelling

PERSONAL DETAILS

Father's Name : Md. Altab Hossen

Mother's Name : Ferdousi Begum

Date of Birth : 9 Feb 1996

Permanent Address: Jhawapar, Patpara, Gurudaspur, Natore 6440

Marital Status: Unmarried

REFERENCES

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