

MOTALEB HOSSAIN

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CEPZ, Chattogram | Willing to Relocate Anywhere



PROFESSIONAL SUMMARY

Results-driven young professional with a BBA in Accounting and an MBA in Human Resource Management. Recognized for exceptional performance across banking, education, and manufacturing sectors with two prestigious awards. Possesses hands-on experience in financial analysis, banking operations, quality management, and organizational coordination. Proficient in Advanced Excel, SPSS, SQL, and MS Office Suite. A proactive communicator and strong team player committed to delivering measurable results and growing within a dynamic corporate environment.

CORE COMPETENCIES

Financial Analysis & Reporting	Performance Management	Cross-functional Collaboration
HR & Recruitment Support	Quality Control & Auditing	Project Coordination
Banking Operations	Training & Development	Organizational Administration
Advanced Excel & SPSS & SQL	Conflict Resolution	Public Speaking & Communication

WORK EXPERIENCE

Teacher & Administrative Coordinator
Premier English School Chittagong

Jan 2024 – Mar 2026
Chittagong, Bangladesh

Achievements:

- Awarded 'Best Teacher 2025' for outstanding dedication, leadership, and institutional excellence.
- Managed academic operations for 50+ students, achieving measurable improvements in performance outcomes.
- Coordinated 10+ institutional events and stakeholder meetings per semester with seamless execution.

Duties & Responsibilities:

- Led personnel discipline and administrative workflow management across the entire institution.
- Maintained precise academic records and ensured data accuracy across all institutional documentation.
- Mentored junior staff and facilitated a high-performance, collaborative team environment.
- Engaged parents and stakeholders regularly to ensure transparent communication and institutional alignment.

Intern – Banking Operations & Financial Reporting
Islami Bank Bangladesh Ltd.

Mar 2023 – Aug 2023
Chittagong, Bangladesh

Achievements:

- Awarded 'Best Intern 2023' for exceptional adaptability and outstanding performance in a corporate banking setting.
- Prepared and reviewed 60–80 financial statements and management reports, improving reporting accuracy.

Duties & Responsibilities:

- Delivered professional customer service to 60–80 clients daily, handling product queries and complaints.
- Analyzed financial data using Advanced Excel and SPSS, generating actionable insights for management.
- Maintained accurate records in the banking database, ensuring data integrity across all transactions.
- Collaborated with cross-functional teams to understand core banking operations and reporting workflows.

Quality Inspector Officer
Hample Rhee Mfg. Co.

Jan 2022 – Feb 2023
CEPZ, Chittagong, Bangladesh

Achievements:

- Inspected 300–400 production units per cycle, enforcing zero-tolerance quality standards consistently.
- Identified and resolved 10–15 process bottlenecks, implementing corrective actions to boost efficiency.

Duties & Responsibilities:

- Enforced strict production standards and conducted rigorous assessments across all manufacturing lines.
- Optimized inspection documentation and prepared critical quality reports for management review.
- Collaborated with cross-functional production teams in a fast-paced, deadline-driven environment.

ACADEMIC & PROFESSIONAL PROJECTS

Financial Performance Analysis

Conducted in-depth evaluation of organizational financials to identify key trends and support strategic decision-making.

Banking Analysis

Analyzed transactional banking data and produced detailed performance reports during corporate internship at Islami Bank.

Audit Planning Report

Developed a structured audit framework assessing internal controls and ensuring regulatory compliance.

Break-even Analysis

Applied cost-volume-profit modeling to determine business viability thresholds and support management planning decisions.

EDUCATIONAL QUALIFICATIONS

MBA in Human Resource Management – 2026 Institute of Global Management & Information System (IGMIS)	Result Awaited
BBA in Accounting – Nov 2022 National University	CGPA: 2.70 / 4.00
HSC in Science – 2017 Bepza Public School & College	GPA: 3.83 / 5.00
SSC in Science – 2015 Bepza Public School & College	GPA: 4.67 / 5.00

TRAINING & CERTIFICATIONS

- Advanced Excel & Data Analysis | Microsoft / Online – 2024
- Banking Operations & Financial Reporting | Islami Bank Bangladesh Ltd. – 2023
- HSK Level 2 – Chinese Language Proficiency | Hanban / Confucius Institute – 2022

LANGUAGES

Bengali (Native)	English (Fluent)	Chinese – HSK2 Level
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VOLUNTEER ACTIVITIES

- Treasurer – Finance Club
- Volunteer – UNICEF

REFERENCES

Available upon request.