

MAHBUB ALOM

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CAREER SUMMARY

Results-oriented professional with (2) years of experience in delivering high-quality work and achieving operational goals. Adept at managing projects, streamlining processes, and building strong relationships with stakeholders. Seeking to bring my expertise in leadership and strategic planning to a dynamic team at [Company Name]."

CORE COMPETENCIES

- **Strategic Planning & Execution:** Ability to set goals and develop organized action plans to achieve them.
- **Effective Communication:** Strong verbal and written skills for professional interaction across all levels.
- **Problem-Solving & Critical Thinking:** Identifying complex issues and implementing logical, efficient solutions.
- **Time Management & Prioritization:** Managing multiple tasks simultaneously while meeting strict deadlines.
- **Data Analysis & Reporting:** Ability to interpret information and present clear, actionable insights.

TECHNICAL SKILLS

- **Software:** MS Office Suite (Word, Excel, PowerPoint), Database Management.
- **ICT:** Networking, ICT Security, and Hardware troubleshooting.

PROFESSIONAL TRAINING & PROJECTS

- **Certificate in Computer Science Application (6 Months):** Institute of ICT (information and Communication Technology) SIT- IICT. Focused on advanced database management and professional documentation.

ORGANIZATIONAL EXPERIENCE

- **Deshbandhu Cement Mills Sirajganj, Accountant.**
- Managed event logistics and coordinated communication between team members.
- Developed strong negotiation skills and the ability to work under pressure.
- **Communication Skills:** Proficient in professional emailing, presentation delivery, and stakeholder engagement.

EDUCATIONAL QUALIFICATION

- Bachelor of Social Science (BSS) in Economics
- National University | Islamia Govt. College | CGPA: 2.50/4.00 | 2023
- Higher Secondary Certificate (HSC) | Rajshahi Board | GPA: 4.33/5.00 | 2018
- Secondary School Certificate (SSC) | Rajshahi Board | GPA: 4.17/5.00 | 2016

LANGUAGES

- **Bengali:** Native | **English:** Proficient (Professional Communication)

REFERENCES

Md. Saidul Islam

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Sirajganj Govt. College. |01626828542|
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