



**Resume
of
MD. MAHBUBUR RAHMAN HASAN**

Address: Kazir dewri VIP Tower, flat A-74, Kotwali, GPO, Chattogram
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Career Objective:

To achieve high career through a continuous learning process, keep myself dynamic, visionary and competitive with the changing scenario of the world and committed to contribute to the growth of organization.

Employment History and experiences

1. Senior HR-Admin Officer (September, 2021 –continuing)

Safeer Academy

Company Location: Chattogram

Department: HR –Administration

2. Executive Accountant (June, 2021 – August, 2021)

N. Mohammad Industry Ltd.

Company Location: Chattogram

Department: Executive Accountant

3. Admin Coordinator (January 1, 2014 – May, 2021)

Pinnacle Chartered School and College

Company Location: Nasirabad, Chattogram

Department: Academic and Administration

4. Personal Secretary (2006, 2008)

Location: Chittagong

Department: NGO: Al Jamiyyatul Khairiyah, Bangladesh

Duties/Responsibilities:

Being a Personal Assistant of renowned scholar ex professor of Qatar University and ex visiting professor of International Islamic University Chittagong **Dr. Khaled Hasan Hindawi** maintaining public concern and files. Taking appointment and giving logistics.

Special Qualification:

Compatibility of hard work in tuff situation. Strong public communication.

Academic Qualification:

SL	Degree	Major	Institute	Result	Pas. Year
1	MBA	HRM	University of Creative Technology, Chattogram	Running	
2	PGD	Management	E - Learning College, London	Running	
3	MA	Islamic Studies	International Islamic University, Chattogram	3.76	2019
4	Kamil (MA)	Hadith	Bangladesh Arabic University, Dhaka	3.95	2018
5	Fazil (BA)	Bachelor of Theology & Islamic Studies	Kushtia Islamic University	2.83	2016
6	Alim (HSC)	Arts	Madrasha Board	4.42	2013
7	Dakhil (SSC)	Science	Madrasha Board	4.25	2010

Professional Qualification:

SL	Certification	Institute	Time
1	Practical Accounting	Lead Academy	2023
2	Project Management	A2I	2020
3	Management Learning	A2I	2020
4	Computer Fundamentals	IsDB BISEW	2019
5	Arabic Language Course	International Islamic University, Chittagong	2018
6	Great People, Great Habits. Leading High Performance Team.	Pinnacle Chartered School & College	2016

Personal Information:

Father's Name: Kazi Nazmul Huda

Mother's Name: Jesmin Akter Rafika

Gender: Male

Date of Birth: 01-01-1994

Nationality: Bangladeshi

National ID: 19941594134000382

Religion: Islam

Marital Status: Married

Blood Group: AB+

Permanent Address: Patharghata Brick field road C & B colony, Kotowali, GPO 4000, Chattogram.



Applicant Signature