

Working as Assistance Relationship Officer,

E-Business Division, Company: Dutch Bangla Bank Ltd

Duration: From 09/10/18 to Continue.

**COMPITENCY**

**ACADEMIC QUALIFICATION**

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| **Exam** | **Educational Institute** | **Year** | **Result** |
| **MBA (Major HRM)** | University of South Asia | 2020 | 3.79 Out Of 4 |
| **BBA (Major HRM)** | University of South Asia | 2017 | 3.22 Out Of 4 |
| **HSC (Humanities)** | Chowgacha Degree College | 2013 | 4.10 Out Of 5 |
| **SSC (Dakhil)** | Badekhanpur Siddikia Dakhil Madrassah | 2011 | 4.88 Out Of 5 |

I am very much confident to work with people and able to keep control in pressure situations, enjoy working alone or in group to meet challenging target ambitions and eager working to climb up to achievement of effective leadership skills & efficiency to achieve the organizational goals.

To serve in an organization where I get a suitable environment to utilize my gathered knowledge as well as my experience to work in a team and enjoy working to meet the challenge of any competitive area in a dynamic corporate environment. To become a responsible, skilled professional and build up myself as a professional leader through my sincerity, efficiency and highest level of professionalism.

**JOB EXPERIENCES**

**+8801712344893**

● Office Management: MS-Word, MS-Excel, PowerPoint.

● Concepts: Computer Networking, Social Networking, E-mailing, Net Surfing etc.

**Present Address : House-64, Road:1/2, Block-C, Mollabari, Aminbazar, Savar, Dhaka-1348**



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| **Father’s Name** | : | Md. Sharif Uddin  |
| **Mother’s Name** | : | Chayana Begum |
| **Date of Birth** | : | 12 July, 1995 |
| **Marital Status** | : | Married |
| **Gender** | : | Male |
| **Nationality** | : | Bangladeshi |
| **National ID No** | : | 2363384427 |
| **Religion** | : | Islam |
| **Blood Group** | : | A+ (Positive) |
| **Permanent Address** | : | Vill: Badekhanpur, P.O: Guatoli, P.S: Chowgacha Dist: Jessore-7410 |

**jakirusa29@gmail.com**

**MD. JAKIR HOSSEN**

**COMPUTER PROFICIENCY**

**PERSONAL DETAILS**

**TECHNICAL & PERSONAL SKILLS**

**CAREER OBJECTIVE**

**90%**

**Ability to work under pressure**

**Self-confidence, honesty, motivation**

**Punctual, innovative & skillfull**

**Excellent communication skills**

**Strong analytical & logical**

**100%**

**Excellent interpersonal skils**

**100%**

**80%**

**95%**

**80%**

**PROFESSIONAL SKILLS**

|  |  |
| --- | --- |
| **1.Oishik Rahman Siddiqi** Trainee District Manager Singer Bangladesh LimitedContact No: 01706430772E-mail: oishiqi.siddiqi@gmail.com | **2. Md. Tanjir Mahmud**OfficerBrac Bank Limited, Foridpur Branch Contact:01712157714E-mail: tanzirjess@gmail.com |

I, the undersigned certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, and myself. I understand that any willful miss-statement described here may lead to my disqualification or dismissal, if employed.

I certify that the information given in this CV is complete and accurate. Thank you.

MD. JAKIR HOSSEN

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Signature

Date:

* Possess social responsibility, emotional intelligence, and proactive learning skill.
* Possess excellent communication and interaction skills.
* Ambitious, hardworking and enthusiastic.
* Capable of maintaining nerve under immense pressure and heavy work load.
* Great problem-solving ability in any difficult circumstrances.

**PROCLAMATION**

**REFERENCES**

**HOBBIES & INTERESTS**

**COMMUNICATION PROFICIENCY**

1. Strong desire for leading an honest life with respect & dignity.

2. Aspiration to build a career showing superior performance.

3. Hard working, sincere & eager to learn.

4. Self-motivated with positive ‘can do’ Attitude.

5. Great problem-solving ability in any difficult circumstances.

6. Active Listening, Public Speaking & Presentation.  7. Program Organize.

* Having good Internal, External, Virtual & Personal communication skill.
* Bengali: As a mother tongue.
* English: Having good command over Reading, Writing, Listening and Speaking.
* Playing cricket
* Playing football
* Watching movies
* TV Series
* Reading book.

**SELF-APPRAISAL**