

# MEHJABIN HOSSEN

Address: kalindi ,amirabagh , keraniganj Dhaka 1312  
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Primary Email : mehjabinhasan36@gmail.com



## **Career Objective:**

I want to explore and Learn about the vast brutal world ahead of me by ensuring the willpower and motivation. But leadership and team Work will always be ahead of everything.

## **Career Summary:**

A rigorous, task driven professional with substantial experience in data entry, customer service, office management, office executive and reception duties. Adept at leveraging superior communicative and interpersonal skill to interact with divers individual and groups at all organization level.

## **Special Qualification:**

Typing and management trainee, office executive, reasonability, and Research in public administration and field work ,

## **Employment History:**

**Total Year of Experience : 0**

## **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Bachelor of Social Science (BSS)	Public Administration	Stamford University Bangladesh,	3.61	2022	4
HSC	humanities	Zinzira p.m. pilot boys school and College, Bangladesh	CGPA:3.42 out of 5	2018	2
SSC	Humanities	Munshinagar high school, Bangladesh	CGPA:3.44 out of 5	2016	

## **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
field work	research	Stamford University of Bangladesh	Bangladeshi	Dhaka	2021	2022

## **Career and Application Information:**

Looking For : Mid-Level Job  
Available For : Full Time  
Expected Salary : N/A

Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development, executive  
Preferred District : Secretary/Receptionist, executive Assistant/manager, senior executive, Data Entry/Computer Operator.  
Preferred Organization Types : Dhaka  
Preferred Organization Types : NGO, bank, non-bank / Private job/high school teacher/ public sector/executive corporate.

### **Specialization:**

Microsoft word. Excel, Power point, Data entry, typing.

### **Extra-Curricular Activities:**

Organizational management, responsibility, Data entry, field worker.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English and Bangla	High	High	High

### **Personal Details :**

Father's Name : Md Mosharraf hossen  
Mother's Name : Hosnara parvin  
Date of Birth : June 9, 2000  
Gender : Female  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 7363632451  
Religion : Islam  
Passport Issue Date : 1/1/1900  
Current Location : KERANIGANJ Dhaka  
Blood Group : B+

### **Reference (s):**

Name : MD Mansur hossen  
Organization : Junior assistance teacher of Stamford  
University Bangladesh. And BCS CADER in public administration.  
Designation : research  
Address : Dhaka  
Relation : Academic