

# Resume of

## ABDULLAH AL HOSSAIN

*Mailing Address: Poura Mayor Taher Miar Vai Badsha Miar Basha,  
Ideal College Road, Village: Banchanogar, Post Office: Luxmipur (3700),  
Police Station: Luxmipur Sadar, District: Luxmipur.  
Contact Number: 01925-521257 & 01768-217931  
E-mail: rubelamir@gmail.com*



### **CAREER OBJECTIVE:**

To obtain a suitable job position in a reputed organization where nice working environment and decision-making opportunities will enable me to contribute my best afford for the organization and attaining higher carrier building opportunities may be assured.

### **EDUCATIONAL BACKGROUND:**

#### **Master of Business Studies (M.B.S)**

❖ University	: National University
❖ Institution	: Govt. Hazi Mohammad Mohsin College
❖ Academic Result	: 2 <sup>nd</sup> Class
❖ Passing year	: 2012
❖ Subject	: Accounting

#### **Bachelor of Business Studies (B.B.S)**

❖ University	: National University
❖ Institution	: Luxmipur Govt. College
❖ Academic Result	: 2 <sup>nd</sup> Class
❖ Passing year	: 2010
❖ Subject	: Accounting

#### **Bachelor of Laws (LL.B)**

❖ University	: National University
❖ Institution	: Chittagong Law College
❖ Academic Result	: 2 <sup>nd</sup> Class
❖ Passing year	: 2014
❖ Subject	: Law

#### **Higher Secondary Certificate (H.S.C)**

❖ Institution	: Ramganj Model College
❖ Academic Result	: 2.00
❖ Passing Year	: 2006
❖ Board/University	: Comilla
❖ Group	: Business Studies

#### **Secondary School Certificate (S.S.C)**

❖ Institution	: Gallak Nawab Ali High School
❖ Academic Result	: 2.69
❖ Passing Year	: 2004
❖ Board/University	: Comilla
❖ Group	: Business Studies

### **SKILLS:**

#### **Computer Pursuits**

❖ Application Software (Office)	: MS Word, MS Excel, MS Power Point, MS Access, MS Outlook, Office 365.
❖ Application Software (Graphics)	: Adobe Photoshop, Adobe Illustrator, Adobe Premiere, Quark Express, 3D Max.
❖ Application Software (Others)	: Dreamweaver, Adobe PageMaker, Drivers Setup, Google Docs, Google Drive.
❖ Programming	: HTML, CSS, C, JavaScript, PHP, MySQL, jQuery, SEO, Wordpress, Joomla.
❖ Internet	: Internet Marketing, Internet Research, Data Upload, Online Data Entry, E-mail.

#### **Language & Communication Skills**

❖	Excellent in written and oral communication both in Bangla & English.
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## TRAINING SUMMARY:

Training Title	Topic	Institute	Year
BUREAU OF MANPOWER, EMPLOYMENT AND TRAINING	Computer Operation	Technical Training Center, Luxmipur	2008

## EXPERIENCE:

### Sales Officer:

Chittagong District Bar Association.

Location: Ainjibi Bhaban, Judge Court, Kotwali, Chittagong-4000.

From: 02 November 2011 To: 03 July 2016

### Duties/Responsibilities:

- Vokalatnama, Bailbond Petition & Others Forms Sales to Computer System.
- Maintenance Sales Department & Chittagong District Bar Official Website.
- Enters data into computer system using defined computer programs.
- Compile data and prepare a variety of reports.
- Assists staff and other customers by providing procedural/financial information.
- Attend any other official work as assigned by Admin Officer as and when required.

## PERSONAL QUALITIES:

- Able to work under pressure.
- Have a good inter-personal communication skill.
- Multitasking & able to keep confidentialities.
- Creating meaningful and challenging work.
- Skillfully applying professional knowledge.
- Interacting with people at different levels & Excellent communication skills with a focus on customer service.

## ACTIVITIES & INTERESTS:

- Reading Poem & Novel related books to gather knowledge.
- Graphic Design & Internet Browsing.
- Traveling.

## PERSONAL DETAILS:

Father's Name	: Md. Amir Hossain
Mother's Name	: Mohsena Begum
Permanent Address	: West Ghania Bapari Bari, Vill+P.O: Ghania (3610), P.S: Faridgonj, District: Chandpur.
Date of Birth	: 18 June, 1988
Marital Status	: Married
Nationality	: Bangladeshi
National Id No.	: 1314553766470
Religion	: Islam

## REFERENCE (S):

	<b>Reference: 01</b>	<b>Reference: 02</b>
<b>Name</b>	Advocate Showkat Awal Chowdhury	Advocate Nurul Huda Patwary
<b>Organization</b>	Rotaract Club of Chittagong Central	Lakshmpur Bar Association
<b>Designation</b>	Founder & Former President	General Secretary
<b>Mobile</b>	01716084347	01715-146946

## ACKNOWLEDGEMENT:

I (Abdullah Al Hossain) hereby acknowledgement that given information is absolutely true and fair according to my best of knowledge.



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Signatures