

CURRICULUM VITAE

HANIF MAZUMDER

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CAREER OBJECTIVE:-

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

PERSONAL PROFILE:-

- Able to work as an active team member.
- Able to maintain confidentiality.
- Able to follow a routine and adhering to procedures.
- Able to remain calm and relaxed under pressure.
- Able to manage multiple commercial processes.
- Able to evaluate tasks & suggest improvements.
- Able to communicate effectively with colleagues and management.

WORKING EXPERIENCE:-

- ❖ Worked as a Trade Accountant with Asia Business and Commerce Limited, Bangladesh.(2000-2006)
- ❖ Worked as a Professional Medical Representative with Ambee Pharmaceuticals, Bangladesh.(2006-2008)
- ❖ Worked as a Security Supervisor with Emrill Services LLC.Dubai, UAE.(2008-2010)
- ❖ Worked as a Finance & Administration Coordinator with Mother, Land & Properties Bangladesh (2010-2016)
- ❖ Working as an Administrative Coordinator with ALABDULY DOCUMENT CLEARANCE in Bahrain since 14th July 2016.

EDUCATIONAL QUALIFICATION:-

- S.S.C from N.A high school. Comilla, Bangladesh.
- H.S.C from Victoria College. Comilla, Bangladesh.
- B.com from National University, Bangladesh.

COMPUTER SKILL:-

- Ms Office program knowledge.
- Assembling & Troubleshooting.
- Good IT skill, E-mail, Internet etc.

STRENGTHS:-

- Result driven and strong Leadership qualities.
- Effective people management skills & good team building skills.
- Good communication skills with appropriate expressions of conduct.
- Well disciplined.
- Highly organized, proactive, hardworking, focused, & have attention to detail.
- Experience of working to tight deadlines with limited resources.
- Confident to handle any situation arising in the course of employment.

LANGUAGE SKILL:-

- English.
- Hindi.
- Urdu.
- Bengali.

PERSONAL DETAILS:-

Father's Name:- Noor Hossain Mazumder

Mother's Name:- Hanufa Begum

Spouse Name:- Khodeza Akter Lovely

Permanent Address:-

Holding Number:- 28; Ward Number:- 06; Village:- Bordhan Bari;

Post Office:- Chafua Madrasa; Union:- 03 Number, Kalikapur;

Police Station:- Chauddagam; District:- Comilla Country:- Bangladesh

Date of Birth:- 1st October 1981

Gender:- Male

Nationality:- Bangladeshi

National ID Card Number:- 19811913152341333

Religion:- Islam

Marital Status:- Married

PASSPORT DETAILS:-

Passport Number:- BT0329193

Date of Issue:- 11-04-2018

Place of Issue:- Dhaka, Bangladesh

Date of Expiry:- 10-04-2023

C P R Details:-

C P R Number:-811062864

Expired Date:- 31st August 2021

Flat Number:- 00

Building Number:- 1946

Road Number:- 234

Block Number:- 302

Manama Center, Manama, Bahrain

Present Office Address:-

Flat Number:- 214

Building Number:- 3548

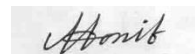
Road Number:- 366

Block Number:- 1203

Souq Waqif Market, Madinat Hamad (Hamad Town), Bahrain

DECLARATION:-

I hereby declare that the above information furnished by me true and correct to the best of my knowledge.



(Hanif Mazumder)