

MINHAR AL HOQUE

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Location: North Burischar, 4337-Hathazari, Chattogram, Bangladesh

CAREER OBJECTIVE:

Dedicated BBA Graduate and MBA Candidate with a background in operational efficiency and facility management. Experienced in data management and UNICEF-certified in workplace communication. Focused on improving workplace productivity and driving organizational success.

SKILLS & CERTIFICATIONS:

Software: Proficient in MS Word & Excel (UNICEF Productivity Certified).

Communication: Certified in Workplace Communication Essentials by UNICEF.

Technical: Professional driving with basic maintenance skills (License: CTG23020P018).

Languages: Native Bengali, Intermediate English, and Intermediate Hindi.

PROFESSIONAL EXPERIENCE:

Turf Manager | Five Star Sports Zone

March 2025 – Present

Oversee daily operations, including facility scheduling and maintenance management.

Computer Operator | Alveena Apparels Ltd.

October 2023 – May 2024

Managed high-volume data entry and maintained digital records.

Deliveryman | Redx Company

April 2018 – February 2020

Handled various products and ensured consistent on-time delivery of goods.

IE Officer | Well Group

October 2016 – March 2017

Focused on task optimization and improving production efficiency.

EDUCATION:

Master of Business Administration (MBA) in Management

Govt. Hazi Mohammad Mohsin College, National University (2025 – Ongoing)

Bachelor of Business Administration (BBA) in Management

Raozan Govt. College, National University (Graduated 2022)

CGPA: 2.67/4.00

Higher Secondary Certificate (HSC)

Hazera Taju Degree College (2016)

GPA: 3.00/5.00

Secondary School Certificate (SSC)

Burischar High School (2014)

GPA: 4.63/5.00

Reference:

MD Monir Hossain, CO-Founder & CEO

Academic Reference

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Mohammad Akib, Merchandiser

Alveena Apparels, Former Supervisor

E-mail: Makib688@gmail.com

PERSONAL DETAILS:

Date of Birth: 15-09-1999.

Religion: Islam.

Nationality: Bangladeshi (By Birth).