



# MUHAMMAD RAZIB HOSSEN



## WORK EXPERIENCE

**Nabid Al Jazira Contracting Est.**  
**October 2021 to November 2024**

**3 Year Experience as a. Documents Controll/Admin at Nabid Al : Jazira Cont. Est. (a Manpower Supplier Contracting Co.) at Riyadh K.S.A**

**Major Work:** Making Invoice, Quotation, Salary Sheet, Time sheet etc.. Administrative work, Accounting & Handling the Manpower.

**National Institute of Engineering & Technology (NIET)**  
**Ferbruary 2018-April 2020**

**2 Years Experience as an Instructor at a Private Engineering Institute in Dhaka, Bangladesh.**

**Minister High-Tech Park Ltd.**  
**February 2017- January 2018**

**1 Year Experience as Sub Assistant Engineer at Minister High Tech Park Ltd, dhirassrom, bisshawroad, Gazipur, Dhaka.**



## Diploma & Secondary

➤ Successfully completed 4 Years **Diploma-in-Engineering** with Mechanical Technology (RAC) at **Dhaka Polytechnic Institute** , at Tejgaon, Dhaka, Bangladesh.

➤ I have passed my Secondary School Certificate (S.S.C) degree in 2011 with group of **Science** at Gazipur, Dhaka, Bangladesh.

## Courses

➤ I Have Successfully completed National Skill Certificate-I & IV in **IT Support**, (NTVQF Level-I & IV) from Bangladesh Technical Education Board (BTEB).

➤ I Have successfully completed 12 (Twelve) weeks training program at Dhaka Dairy Plant (Milk Vita, BMPCUL), Mirpur, Section-7, Dhaka-1216..

➤ I Have successfully completed 04 (Four) weeks training program at Dhaka Polytechnic Institute, Tejgaon I/A, Dhaka-1208.

## Language Proficiency

➤ Speaking and writing fluently in **English** and with medium functionality in Hindi & Arabic.



## SKILLS

MS Word



MS Excle



In Page



Power Point



Adobe Photoshop



Typing



## ABOUT ME



To secure a worthy position in a premium organization I would like to show my immense aspiration to become a quick learner and to prove myself as a sincere honest and energetic person through extensive hard working and integrity.

## CONTACT



+966 59 485 8778

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Riyadh , K.S.A

[mdr7.bd@gmail.com](mailto:mdr7.bd@gmail.com)

## Personal Details



**Name:**

Md Razib Hossen

**Resident ID:** Transferrable  
2505182622

**Date of Birth:**

17 January 1995

**Nationality:**

Bangladeshi