



Md. Shazzad Hossain

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Career Objective:

Creative, energetic, people oriented, and resourceful individual seeking opportunity to work as a skilful professional in any organizational model where my educational background can be leveraged to augment organizational goals and objectives and enhance my professional experience.

SKILLS

- Windows
- Microsoft Office
- Photo shop
- E-mail
- Hardware maintenance
- technical support
- troubleshooting services for network
- Operating system
- associated peripherals
- software installation

Language Skill

- English: IELTS Score 5.5 (Listening-5, Reading-5, Writing-6.0, Speaking- 6.0)
- Bangla: Speaking well & Written Excellent
- Hindi: Speaking well
- ❖

EXPERIENCE

Factory In Charge

June 2018- Nov 2023

NUVA Apparels Ltd. Chaowrasta, Gazipur

- ❖ **Operations management:** Oversee day-to-day plant production to meet output, efficiency, quality, and safety targets
- ❖ **Quality assurance:** Ensure products meet required specifications; implement and monitor QA processes, root-cause analysis, and corrective actions.
- ❖ **Safety and compliance:** Enforce safety policies, conduct risk assessments, lead incident investigations, and ensure compliance with regulatory standards.

ACCOUNTANT

Jan 2015 -Jul 2018

TECHNOPOOL BUILDERS LTD. Mirpur-1, Dhaka.

- ❖ Financial recordkeeping: Maintain general ledger, accounts payable/receivable, payroll, fixed assets, and other financial records in an accurate and timely manner.
- ❖ Compliance and controls: Ensure adherence to accounting standards (e.g., GAAP, IFRS) and regulatory requirements; implement and monitor internal controls to prevent errors and fraud.
- ❖ Audit support: Coordinate with internal and external auditors; provide documentation and explanations as required.

MARKETING EXECUTIVE

Jan 2014-Dec 2014

Eastern straw board & paper mill, kakrail, Dhaka.

- ❖ Market research and insights: Gather and analyze market trends, competitor activity, customer needs, and segmentation to inform campaigns and product positioning.
- ❖ Brand management: Maintain consistent brand voice, visuals, and messaging across all channels and materials.
- ❖ Digital marketing management: Plan and oversee SEO, SEM, social media, email marketing, display ads, and analytics tracking.

EDUCATION

Masters in Commerce (Management.)

2008-2012

Mohammadpur Central College, Dhaka, Bangladesh.