

RESUME OF

ANAS EBNA HOSSAIN



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01554-649637 | Halishahar, Chattogram.

Summary

I am highly confident, devoted, enthusiastic, sincere & honest to work in a challenging job environment of any dynamic organization. And by using my knowledge, analytical ability, positive aptitude and temperament I will try my level best to optimize the growth of the organization and shape up my future career as well.

Professional Experience

Assistant Officer - HR & Admin at Park (Bangladesh) Co. Ltd. (South Korean-invested, 100% export-oriented company), KEPZ (Patenga), Chattogram. *Currently Working since February 2025*

- Managed the end-to-end recruitment process, ensuring a fair and transparent hiring cycle.
- Led the performance appraisal process for all employees.
- Conducted internal and external audits (buyer & certification body) and participated in Management Review Meetings.
- Provided training as a trainer on HR policies and procedures.
- Enforced HR policies, ensuring full compliance with local labor laws and regulations.
- Authored and submitted various reports to management.

Executive - Accounts & Administration at Dark Communication (Internet Service Provider), Chattogram. *July 2022 – May 2024*

- Controlled daily administrative tasks and managed stock inventory.
- Reconciled daily expenses and collaborated with the accounts team for financial reporting.

Brand Representative at British American Tobacco Bangladesh. *February 2018 – August 2018*

- Achieved presentation skills through training session.
- Conduct brand promotion.
- Implement consumer engagement activities.

WordPress Developer at Rawaha IT Solution (IT Firm), Chattogram. *March 2016 – December 2017*

- Developed and maintained client's website using WordPress.
- Gained foundational skills in teamwork, communication, and problem-solving.

Skills

- **Human Resources:** Recruitment, Performance Management, Auditing, Training & Development, Policy & Procedure Development, Compliance
- **Administration:** Office Management, Inventory Control, Reporting
- **Software & Systems:** Microsoft Office Suite (Word, Excel, PowerPoint), Windows OS (7/8/10/11), WordPress, Basic Graphics Design (Photoshop, Adobe Illustrator)
- **Soft Skills:** Organizational & Planning, Leadership, Team Building, Strong Written & Verbal Communication (Bangla - Native, English - Fluent)

Education

Bachelor of Business Administration (Finance) National University, Islamia College
Graduated: 2021

- CGPA: 2.61 out of 4.00

Higher Secondary Certificate (Science) Omargani M.E.S. College, Chittagong Board
Graduated: 2015

- GPA: 3.00 out of 5.00

Secondary School Certificate (Science) Garib-E-Newaz High School, Chittagong Board
Graduated: 2013

- GPA: 4.19 out of 5.00

Personal Details

Father Name: Md Monir Hossain

Mother Name: Ferdousi Begum

Date of Birth: 5/12/1998

Marital Status: single

Blood Group: O+

Height: 5' 9"

Religion: Islam

Permanent Address: Block-B, Halishahar, Chattogram.

Reference

1) Hasib Ahmed, Sr. Manager
Park (Bangladesh) Co. Ltd.
KEPZ, Chittagong, Bangladesh.
Cell: +88 01631487188.

2) Ms. Taslima Akter Erany, Asst. Manager
Park (Bangladesh) Co. Ltd.
KEPZ, Chittagong, Bangladesh.
Cell: +88 01748250547.

Declaration

Here I am, Anas Ebna Hossain, affirm that the information given above is true and up to date. I like to add that if I am selected for any position, I will serve my best for the organization's sake.

Date:

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(Anas Ebna Hossain)