



MD.

SUJAN HOSSAIN

PROFESSIONAAL

CONTACT ME AT

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EDUCATION HISTORY

Executive MBA

Kellog-WHU EMBA (Germany)

Prospective 2024.

Masters of Political Science (Msc)

National University (Bangladesh)

2017

PERSONAL PROFILE

A Remote helper with 12 years experience in different errands. An educated and issue solver that you can depend on. Energetic person with prevalent abilities in both group based and free limits.

WORK EXPERIENCE

Office Manager

Sultan Al-Matrooshi International Trading LLC

|2022 to - Present, Ajman, U.A.E.

Office : +971521562970 (Call)

An office manager plays a crucial role in ensuring the smooth operation of an organization's administrative tasks and overall office environment. Their responsibilities typically include:

Administrative Support, Facilities Management, Facilities Management, Human Resources Support, Financial Management, Technology Management, Problem solving.

HR Manager

Al-Rahif Poly Clinic , Dubai. Web:

<https://rahifmedical.ae/> **Call: +971 4 264 7886**

2020 to 2022

The activities of an HR manager can vary depending on the size and structure of the organization, as well as specific needs and priorities.

Recruitment and Staffing:, Employee Relations, Training and Development, Compensation and Benefits, HR Administration, Strategic Planning.

Logistic Officer

Kibson International LLC (Meat) , Ajman, U.A.E

Web: Kibson.com (Call: +971551411971)

Email: customercare@kibsons.com

A Logistic Officer is a professional responsible for managing the logistical aspects of an organization or project.

Inventory Management, Supply Chain Management, Transportation Logistics, Warehousing, Documentation and Record Keeping, Risk Management, Communication and Coordination, Continuous Improvement.