

CURRICULUM VITAE OF MD. ARAFAT HOSSAIN

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Md. Arafat Hossain
Assistant Registrar
University of Dhaka

OBJECTIVES

To pursue a challenging career in a dynamic and renowned organization where I shall have opportunity to utilize my talent and knowledge as well as prove my skills for professional career development through working in a challenging and competitive environment.

ATTRIBUTES

- To work with diligence and punctuality.
- To work under pressure and adversity.
- To work with self-motivation and self-competence.
- To take challenge and responsibility.
- To build up effective communication and strong relationship.

EDUCATION

Masters of Business Administration (MBA)

University	• University of Dhaka
Department	• International Business
Year	• 2017
CGPA	• 3.27 (1 st Class)

Masters of Social Science (MSS)

University	• University of Dhaka
Department	• Public Administration
Year	• 2011 (held in 2012)
CGPA	• 3.29 (1 st Class)

Bachelor of Social Science (BSS)

University	• University of Dhaka
Department	• Public Administration
Year	• 2010 (held in 2011)
CGPA	• 3.31 (1 st Class)

Higher Secondary Certificate (HSC)

Board	• Dhaka
Institute	• Notre Dame College
Group	• Commerce
Year	• 2005
GPA	• 4.20 (1 st Class)

Secondary School Certificate (SSC)

Board	• Dhaka
Institute	• University Laboratory School and College
Group	• Science
Year	• 2003
GPA	• 4.50 (1 st Class)

COMPLETED ACADEMIC COURSES

Major Courses: Introduction to Public Administration, Public Administration in Bangladesh, Local Governance, Financial Administration in Bangladesh, Administrative Law & Ethics, Globalization & Governance, Organization Theory & Behavior, Urban Administration in Bangladesh, Public Policy Analysis, Public- Private Partnership, Introduction to Public Management, Administrative System Analysis.

Relevant Courses: Management of Banking and Financial Institution, Fundamentals of Accounting, Fundamentals of Economics, Change Management: Theory & Practice, Performance Management: Theory & Practice Human Resource Management, Management of NGOs & Social Entrepreneurism, Project Management, Gender & Development, Qualitative Research, Rural Development Management, Environmental Policy & Administration in Bangladesh, Introduction to Political Economy, Management Theory & Behavior, Fundamental of Computer Application, Introduction to Politics & Government, Basic English Language Proficiency, Introduction of Sociology.

EMPLOYMENT HISTORY

Organization : University Of Dhaka
Designation : Assistant Registrar
Duration : Till 21-10-2013 to Present

COMPUTER LITERACY

- Operating System: Windows 2000//XP/VISTA
- Completed one year Diploma in Information and Communication Technology (DICT)
- Completed professional MS Office Application course under **BHUYAN ACADEMY** and **FUTURE COMPUTER & TRAINING CENTER**
- Internet Exploring & Applications.
- Typing: English and Bengali
- Graphic software: Adobe Photoshop, Adobe Illustrator, Adobe Light room.
- Excellent in Verbal, analytical and written Bengali and English.

INTERESTS

- Studying, Playing Football, Photography, Keeping public relations & Traveling.

Co-CURRICULAR ACTIVITIES

- Worked as a **Photojournalist** with **Look 24x7** Lifestyle magazines.

OTHER SKILLS

- Completed an online course on **Leadership**.
- Completed an online course on **Personal Leadership**.
- Completed an online course on **Microsoft PowerPoint Basics**.
- Completed an online course on **Microsoft Excel Basics**.
- Completed an online course on **COVID-19 Awareness and Prevention**.
- Completed six months professional **Graphic Design Course** under The Multimedia Center 31 July 2008.
- Completed one month's **Basic Photography Course** under Pathshala.