

MD RUBAET HOSSAIN

Junior Administrator

CAREER OBJECTIVE

Detail-oriented and highly organized professional with a background in business administration, seeking an entry-level position in administration to leverage my skills in scheduling, office management, and communication. Eager to contribute to a dynamic team by ensuring efficient operations and supporting organizational goals, while further developing my expertise in administrative processes and leadership.

WORK EXPERIENCE

- Business Development Intern 2023 - 2024

We Tech Global Pte. Ltd. | Singapore

Assisting in the development and execution of business strategies, conducting market research, and identifying growth opportunities. Collaborating with cross-functional teams to enhance client engagement and support global business initiatives.

- Business Development Executive 2021 - 2022

Intelsense.AI | Dhaka, Bangladesh

Led market analysis and strategy development to drive business growth. Managed client relationships, identified new business opportunities, and supported the launch of innovative AI-driven solutions. Played a key role in expanding the company's market presence and achieving sales targets.

REWARDS

- Google Garage: Fundamentals of Digital Marketing
- Kreativstorm: Junior Marketing Specialist (Hands-on Training Program)
- PwC Malaysia: Kampus Digital (Spreadsheet & Digital Citizenship)
- Participation in SEA Youth Sustainability Summit 2023: Sustainable Project
- Management Training
- Participation in UPM SPE Graduate Employability Transformation Program
- Participation in AI Summit Bangladesh April 2024

REFERENCES

Mr. Lourd Johnson Fernando

Deputy Manager - Corporate Alliances and Partnerships
Manipal University, Dubai

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Dr. Anusuiya A/P Subramaniam

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United Arab Emirates

UAE Residence

EDUCATION

Master of Business Administration

Manipal University, Dubai

2024 - 2026

Bachelor of Business Administration

Universiti Putra Malaysia

2020 - 2024

Advanced Diploma in Business Management

National Youth & Technical Training Institute, Dhaka

2017 - 2019

Higher School Certificate (HSC)

Dhaka Residential Model College

2012 - 2014

SKILLS

- Microsoft Office (Word | Excel | PowerPoint)
- Microsoft Teams
- Canva
- Adobe Acrobat
- Adobe Photoshop
- WPS Suite
- Google Suite
- Filmora