

Mohammad Rabiul Hossain



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📍 Riyadh, Saudi Arabia

📅 1978-12-01

🚩 Bangladeshi

🌐 LANGUAGES

Bengali

Native

English

Fluent

Arabic

Fluent

Hindi

Fluent

Urdu

Fluent

🎓 EDUCATION

Bachelor of Arts in Social Science

Government Tolaram College & University, Dhaka

1997 – 1999 | Dhaka

Higher Secondary Certificate in Commerce

Narayangonj College, Dhaka

1994 – 1996 | Dhaka

📁 WORK EXPERIENCE

MOHD. A. AL DOSHAN EST., Riyadh

Office Coordinator

06/2019 – Present | Riyadh

- Managed vendor communications, production requests, and scheduling.
- Followed up on procurement, shipping, and staff assignments.
- Organized meetings, prepared reports, and maintained documentation.
- Managed communications with vendors and coordinated production requests and schedules.
- Ensured timely follow-up on procurement, shipping processes, and staff assignments.
- Organized meetings, prepared comprehensive reports, and maintained accurate documentation.

Bangladesh International School (English Section), Riyadh

Secretary cum Superintendent

03/2014 – 06/2016 | Riyadh

- Coordinated communication with parents and staff.
- Organized school functions, academic timetables, and events.
- Managed purchasing, maintenance, and internal documentation.
- Facilitated communication between parents and staff.
- Planned and arranged school functions, academic schedules, and events.
- Handled purchasing, maintenance tasks, and maintained internal documentation.

MOHD. A. AL HAZMI EST., Riyadh

Office Secretary / Marketing Coordinator

03/2010 – 11/2013 | Riyadh

- Managed correspondence, invoices, payroll, and financial records.
- Collected manpower requirements and coordinated worker supply for projects.
- Oversaw correspondence, invoices, payroll, and financial records.
- Gathered manpower requirements and coordinated workforce allocations for projects.

👤 CAREER OBJECTIVE

Energetic and reliable Office Secretary / Executive Assistant skilled at managing diverse administrative tasks, documentation, and coordination. Seeking a position in a dynamic organization where I can contribute my organizational, communication, and office management skills.

Secondary School Certificate
Shonakanda High School, Dhaka
1993 – 1994 | Dhaka

KEY SKILLS

- Office Administration & Coordination
- Executive & Staff Support
- Vendor & Client Communication
- Inventory & Procurement Management
- Scheduling & Meeting Coordination
- MS Office & Excel
- Documentation & Filing
- Travel & Event Arrangements



PROFESSIONAL SUMMARY

Over 10 years of experience in administrative coordination, secretarial support, and staff supervision. Strong background in document control, scheduling, and interdepartmental communication. Recognized for accuracy, professionalism, and teamwork in fast-paced office environments.

PERSONAL DETAILS

Nationality

Bangladeshi

Date of Birth

01/12/1978 | Dhaka, Bangladesh

Iqama

Transferable

Iqama Issue Date

01/11/1437

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Iqama Validity

17/10/2026

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Issue Place

Riyadh, KSA