

Ratul Islam Hira



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📍 221, East Bhasantek, Dhaka cantonment, Dhaka-1206

■ Career Summary

To enhance my education and professional skills in a stable and dynamic workplace. To solve problems in a creative and effective manner in a challenging position.

■ Work Experience

Office Assistant

May 22 - Present

Radiant Pharmaceuticals Limited

- Manage office operations to ensure efficiency.
- Guide and support junior colleagues.
- Collaborate with team members for effective teamwork.
- Maintain office supplies and equipment.
- Handle basic administrative tasks and support daily operations.

■ Educational History

Honors/Equivalent

Present

Bangladesh Open University | BBA

H.S.C./Equivalent

Feb 23

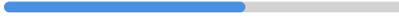
Government Rupnagar Model School And College | Commerce

■ Skills & Expertise

Interpersonal Skill

Communication 

Leadership 

Problem-solving 

Teamwork 

Time management 

Technical Skill

MS Word 

Excel 

■ Extra Curricular Activities

Office Assistant

Feb 22 - Present

Radiant Pharmaceuticals Limited

- Managed daily office tasks to keep things running smoothly.
- Helped new team members and offered guidance.
- Worked with others to achieve team goals.
- Kept track of office supplies and made sure equipment was working.
- Completed basic admin work and supported day-to-day activities.

■ Hobbies & Interest

Cooking/Baking

■ Language

English



Drawing/Painting

Japanese



Reading

Bengali



Traveling

Watching Movies/Series