

## Hasibul Islam Shaoon

BA Honor's (History)

Contact No: 01521432731

E-mail: shawonahmad019248@gmail.com



### CAREER OBJECTIVE

To obtain a position with opportunities to utilize my technical, branding and marketing experiences, skill, talent, creativity, sincerity for the better achievement of the organization.

### EXPERIENCE

#### 1. Data Entry Operator: (March 01: 2022 - To be continuing)

**Golden Harvest InfoTech Ltd (GHIT)**

**Department:** Russia

**Description:**

- Typing Skills and Growth Handover
- Crating content on Microsoft Excel.
- Copy Paste Idea.
- Brief and train branding personnel.

#### 2. Ass. Manager: (March 01: 2019 – September 15: 2020)

**The Shotota Refrigeration and Air-Conditioning**

**Department:** Refrigeration and Air-Conditioning

**Duties/Responsibilities:**

- Coordinating team brand and communication.
- Monitor and report on effectiveness of marketing communications.
- Prepare professional branding plan and motivate branding team.
- Writing and presenting reports to senior management.
- Organizing various branding and marketing events.
- Brief and train branding personnel.

### ICT QUALIFICATION

**Software** : MS Office

**Operating System** : Windows (XP/ Windows 7,8,10)

**Microsoft office package** : MS Word, MS Excel, MS PowerPoint

### EXTRA CURRICULAR ACTIVITIES

Citizen Journalism, Writing, Poetize, Nature Photography, Poem Recitation.

### EDUCATIONAL QUALIFICATION

**Bachelor of Arts**

University : Dhaka College  
Passing Year : Running  
Result : Running

**Higher Secondary School Certificate**

Institute : Vashantek Govt. College  
Board : Dhaka Board  
Passing Year : 2021  
Result : GPA 4.67 Out of 5.00

**Secondary School Certificate**

Group : Business Studies  
Institute : Bhashantek Govt Secondary School  
Board : Dhaka Board  
Passing Year : 2019  
Result : GPA 4.00 Out of 5.00

**LANGUAGE PROFICIENCY**

Language	Reading	Writing	Listening	Speaking
Bengali	Excellent	Excellent	Excellent	Excellent
English	Excellent	Good	Good	Good

**PERSONAL INFORMATION**

Full name : Hasibul Islam Shaoon  
Father's Name : Md. Humayean Kabir  
Mother's Name : Rina Akther  
Date of Birth : 01 Jan 2003  
Marital Status : Unmarried  
National Id No : 9163789994  
Religion : Islam  
Present Address : Mirpur, Dhaka  
Permanent Address : Vill: Mukundashir, P.O: Menapur Bazar, Thana: Hajigonj, Dis:  
Chandpur

**REFERENCE****Name:**

Dis:

Company:

Cell:

---

Hasibul Islam Shaoon