

MD. MAHADI HASSAN

House #14, Road #19, Sector #14, Uttara , Dhaka- 1230

Mobile No: 01711505811 or 01841505811

e-mail : mahadi505811@gmail.com**STATEMENT**

A detail-oriented business driver with a demonstrated commitment to provide high quality results in changing environment. Described as a **Dynamic Person and Problem Solver** who has remarkable leadership, communication, team-building and interpersonal skills which achieved through **17+ years of experience in corporate & private enterprise** in different local & multinational organization.

SPECIALIZATION

Administration ,Govt. affairs & licensing.	Tours & travel, hospitality & education software
Office agreement, renovation & asset management.	Office, security, transport & protocol management.
Procurements , vendor & contract management.	Warehouse & support staff outsourcing.
Cost optimization, policy & process simplification.	SOP, SLA & work process manual development.
Digital transformation and software development.	Entrepreneurship & business development.

ACCADEMIC & PROFESSIONAL QUALIFICATION

Certification	Major	Institute	Result	Year	Duration
MBA	Marketing	DU	3.59	2004	1
BBA	Marketing	DU	3.21	2002	4
PGDPM	HRM	BIM	3.67	2010	1

TRAINING AND PERSONAL QUALIFICATION

Leadership, negotiation and communication skills	Problem solving & decision making
Responsible, efficient, flexible & can do attitude	Ability to work in a fast-paced, environment

EXTRA CURICULAR ACTIVITIES

- ✓ Ex-Director Administration & Projects **ROTARY CLUB OF TURAG UTTARA**, Dhaka.
- ✓ Directly worked with **HR Business Partners** and **GP management team** for employee engagement issue for the sustainable business growth in the year (2013-15)
- ✓ Worked as a **Part-Time Tourist Guide** and conduct national and international tour from **2002-2004**.
- ✓ Worked as a **Part- Time educator** from 1997-2002 in **Mentors Admission Aid**.
- ✓ Elected member of **GPPC** (Grameenphone Peoples Council) for the year **2013-15** and active representation of employee engagement (**EES**) issue along with **GP Management**.

EXPERIENCE - GRAMEENPHONE 14 YEARS AND OTHERS 03 YEARS

1. Executive Director (Contractual) - **Administration & Business Development- RN TOURISM & HOSPITALITY MANAGEMENT INSTITUTE** - June 2022 to till date.

2. Director (Contractual) - **Administration & Projects - EDUKIT LIMITED** - (School uniform & software/ E-commerce platform/ printing) Dec 2019 to till date.
3. Vice president (Contractual)- **Administration & Business Development - TOUR HUB LIMITED** (**Air ticketing/holiday packages/visa processing**) - June 2019 to till date.
4. **DGM** – Business Development – **A.H.KHAN & CO.** (Leading logistic company in Bangladesh) - Warehouse and support staff outsourcing - May 2018 - April 2019
5. **Specialist** – Vendor & contract management/ govt. affairs/licensing authority / (Administration) – **GRAMEENPHONE LTD** – January 2014 – April 2018.
6. **Senior Executive** - Admin asset management & disposal- Property & Facility Services (Administration) - **GRAMEENPHONE LTD** - June 2012- Dec -2013.
7. **Senior Executive** – Real estate contract & office renovation management- property & facility services– **GRAMEENPHONE LTD**- May 2008 – May 2012.
8. **Officer** - Regional Administration (Office/transport/security/protocol/cafeteria/event/vendor management - **GRAMEENPHONE LTD**- September 2004 –April 2008

CAREER HILIGHTS AND ACHIEVMENT

- 1.Costs saving by 20% in GRAMEENPHONE & EDUKIT LTD and introduced new software (**Asset management/stationary & cafeteria management/E-commerce platform/school management software/contract & vendor management etc**) to streamline business operations.
2. New acquisition & renewal of license /permit/holding tax (**± 208**) licenses for different offices across the country in GRAMEENPHONE LTD.
3. New acquisition of **Occupancy Certificate, Captive Power Plant, Explosive License & Holding Tax dispute resolution** for GPHOUSE in GRAMEENPHONE LTD.
4. Focal point of **service contract and vendor management**. Manage (**± 256**) contracts & vendors in Administration department for smooth business operation in GRAMEENPHONE LTD.
5. Introduces business partner (Vendor/supplier) evaluation process and conduct **quarterly** business partner meet to **mitigate grievance (If any)** as well as conduct **awareness session** with the collaboration with **procurement/sourcing and user team**.
6. Procurement of Admin assets, tagging, maintenance, reconciliation, physical verification and **disposal of assets** all over the country. Develop, approved and executed **SOP (Standard Operational Procedure) & SLA (Service level agreement)** to run efficient and effective business operation process in GRAMEENPHONE LTD.
7. Realized average **BDT 30-40 MN** every year from asset disposal events and **re-use/vacate** the **warehouse/office premises** as part of space optimization project.
8. Roll out **13 GPDC** (Grameenphone Distribution Center) **18 GPC** (Customer Center) and **20 Area Office** all over the country. **Terminate the lease agreement of 13 GPDC** and handover the vacate space

to landowner as per the tenancy agreement **without any compensation**. Inducted the **Contract Management Tool** and started **Electronic Filing System**.

09. **In-House Management -Transport Operation -Office Renovation & Maintenance- Security & Crisis Management- HR Operation- Event Management** in all cluster offices across the country in GRAMEENPHONE LTD.

10. Generate **expenses/investment reports, overseeing invoice and payment management, trend & date analysis** to present in the board for the further decision making for the business operation in **EDUKIT & TOURHUB LTD.**

11. Carry out **business plan & strategy, develop business model & participated in all facet of business development**. Conduct various **demonstration in different forum** and others events to present the product and service and company to potential customers, partners and investors in RN TOURISM & HOSPITALITY MANAGEMENT INSTITUTE.

12. Develop the **E-commerce platform/school shop and school management software solution** for the school products (Like **ID card/ uniform etc**) & (**Biometric attendance / SMS service/student & teacher profile/ payment method etc** in **EDUKIT LTD.**

REFERENCE (s)

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: S. M. Ziaul Haque	Imam Abu Sayed
Organization	: Chartered Life Insurance Ltd.	Bangladesh Bank
Designation	: Chief Executive Officer	Director
Address	: Islam Tower (8th floor), 464/H, D.I. T Road, West Rampura.	Bangladesh Bank Motijheel Dhaka-1000
Phone (Off.)	: +880-1777770990	+88029590070
Mobile	: +880-1777770950	+8801822497171
E-Mail	: mail@chartereditlifebd.com	imam.sayed@bb.org.bd
Relation	: Others	Brother