

Internship

RESUME

OF

FORAD HASAN

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Career Objective:

To build up a successful career in challenging and competitive environment where strong sense of responsibility and commitment is required where dignity of work Provides job satisfaction and the place of work provides potential avenues for Learning, growing and achieving the classification of the organization.

Educational Qualifications:

Master of Arts (M.A.)

Institute : New Govt. Degree College, Rajshahi
University : National University
Subject : History
Result : CGPA-2.81
Passing year : 2022



Bachelor of Arts (B.A.)

Institute : New Govt. Degree College, Rajshahi
University : National University
Subject : History
Result : GPA- 2.54
Passing year : 2018

Higher Secondary Certificate (H.S.C.)

Institute : Shahid A H M Kamaruzzaman DegreeCollege ,Rajshahi
Group : Humanities
Board : Rajshahi
Results : GPA-2.98
Passing year : 2014

Secondary School Certificate (S.S.C.)

Institute : Rajshahi Medical College Campus high school
Group : Humanities
Board : Rajshahi
Result : GPA-3.50
Passing year : 2012

Skill

- ☛ Government of the Bureau Of Manpower Employment And Training Freelancing (Outsourcing)
- ☛ Government bureau of manpower ,employment and training completed computer
- ☛ Government of the peoples republic of Bangladesh office of the principal (TTC) Training completed motor driving with basic maintenance.
- ☛ Management with the association of primary curriculum and workshop an pedagogical knowledge related (PTI) 05 march 2018

Experience:

Company Name : Panda Mart
Position : Store Assistant
Duration : August 2022 to till now
Duties : *Updated PO
 *Maintain AT/PT Strictly
 *Return Order Sheet

Company Name : Flaying IT
Position : Store Manager
Duration : Sep 2021 to July 2022
Duties : *Daily best quality product researching.
 *Daily inventory follow up.
 *We see the order from arrival to completion.

Company Name : Japan Tobacco International
Position : Area Coordinator
Duration : Sep 2020 to March 2022
Duties : *Lead a team of Field Marketing Coordinator & Brand Ambassador
 *Target Wise Consumer relation.
 *Event Wise Activation Planning.
 *Daily Monitoring (FMC & BA) working.
 *Working On The Development Of Knowledge of product ,Approach,
gesture, and language
 *HR sourcing, Recruitment, Daily attendance ensure, Daily execution
Report ,salary disbursement ,disbursement assigned by jti

Company Name : Shilinda Ideal High School, Rajshahi.
Position : Assistant Teacher
Duration : Jan 2017 to Dec 2019

Company Name : Green Diagnostic Center.
Position : Computer Operator
Duration : March 2014 to Dec 2014
Duties : Referenced operating instructions for equipment setup requirements.
Doctor reports create

Language Proficiency:

Proficient in writing, Reading, Listening and speaking both in Bengali and English. A good presenter.

Computer Skill:

- ☛ Computer fundamentals,
- ☛ MS-Word.
- ☛ MS-Excel.
- ☛ MS-Power Point.
- ☛ Windows Operating System XP, Vista, Windows 7 / 8/11
- ☛ Internet Browsing.
- ☛ Freelancing

Ability:

Hard working self confident
 Innovative & Leadership quality
 Communicative and friendly
 Readiness to work with stress and worthily environment
 Ability to manage and work with group
 Energetic and good interpersonal skill

Hobby:

- ☛ Reading
- ☛ Books
- ☛ Historical Coin & Stamp
- ☛ Playing
- ☛ Computer Operating
- ☛ Travelling
- ☛ & Listening Songs.

Personal Information:

| | | |
|-------------------|---|--|
| Name | : | Forad Hasan |
| Father's Name | : | Md. Hasan |
| Mother's Name | : | Ruksana Hasan |
| Date of Birth | : | 16-01-1997 (dd-mm-yyyy) |
| Sex | : | Male |
| Marital Status | : | Married |
| Mobile No | : | 01774-688497 |
| Religion | : | Islam |
| Nationality | : | Bangladeshi (by birth) |
| National ID No. | : | 6002452438 |
| Driving License | : | RJ0052126L00009 |
| Blood Group | : | O+ (Positive) |
| Present Address | : | Vill: Koyerdara, P.O: Sopura-6203, P.S: Boalia, Dist: Rajshashi. |
| Permanent Address | : | Vill: Koyerdara, P.O: Sopura-6203, P.S: Boalia, Dist: Rajshashi. |

Declaration:

I, certify that all information stated curriculum vitae is true, and complete best my knowledge. If necessary these can be verified by any one concerned.

Signature of

Date:

(Forad Hasan)