

**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 Degree College ,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)