



Md. Hasan Imam

📍 House:34, Road-1, Block D, Eastern Housing, Pallabi, Dhaka, Bangladesh

📞 +8801715122063

✉️ hasanimam505@gmail.com (Primary), s1610534129@ru.ac.bd (Alternative)

🌐 <https://www.linkedin.com/in/mehasanimam>

🌐 <https://itshasanimam.github.io>

Sex Male | Date of Birth 18/Sep/1996 | Nationality Bangladeshi | Place of Birth Kushtia

EXPERIENCE

Oct 2022 –Present

Executive - HR & Administration

Rapid System, Dhaka, Bangladesh

Rapid System is a startup software firm specializing in providing ERP solutions for the real estate business.

As the **Executive - HR & Administration**, primary responsibilities include:

- Overseeing office operations and ensuring a smooth workflow.
- Managing office supplies and equipment.
- Supervising facilities and maintenance.
- Providing general support to employees.
- Managing benefits and compensation administration.
- Managing employee records and documentation.

In addition, as a member of the startup business team, I also play a key role in **Business Development**.

- Actively involved in basic front-end coding and other non-coding activities.
- Building and maintaining relationships with key contacts at potential clients.
- Facilitated meetings between clients and the IT team to discuss and align solutions.
- Collaborating with IT & product departments on creation of competitive proposals.

COMPUTER SKILLS

Essential Technologies/Tools:

Microsoft Excel

Microsoft Office

Microsoft Visio

PowerPoint

Adobe Photoshop

*Expert in
PivotTables,
Formulas,
Functions, Charts
and other Tools.*

*Expert in
Microsoft Office
for efficient
tasks.*

*Expert in crafting
optimized diagrams,
flowcharts, and
organizational charts.*

*Expert in
PowerPoint for
effective
communication.*

*Proficient in
image editing &
photo retouching.*

Specialized Technologies/Tools:

ERP Integration

*Cybersecurity
Awareness*

*Domain & Hosting
Management*

Python

HTML & CSS

Proficient

Moderate

Proficient

Basic

Expert

EDUCATION

2021 –2022

Masters of Business Administration (MBA):

Institution:

CGPA:

2016 –2021

Bachelor of Business Administration (BBA):

Institution:

CGPA:

2012—2014

Higher Secondary Certificate (HSC):

Institution / Board:

CGPA:

2010—2012

Secondary School Certificate (SSC):

Institution / Board:

CGPA:

Human Resource Management (Exam held in June 2022)

University of Rajshahi

3.73 out of 4.00 (Result published on 08.09.2022)

Management Studies (Exam held in January 2021)

University of Rajshahi

3.52 out of 4.00 (Result published on 12.09.2021)

Business Studies

Khater Ali College / Jessore

4.50 out of 5.00

Science

Harinarayanpur Secondary School / Jessore

4.00 out of 5.00

SOFT SKILLS

Organizational Skills:

Decision Making

Highly skilled in effectively utilizing data to shape strategic decisions.

Time Management

Proficient in prioritizing tasks and consistently meeting deadlines.

Multitasking

Capable of managing several tasks simultaneously.

Adaptability

Capable of adapting in dynamic environments.

Strategic Thinking

Capable of analyzing complex scenarios for strategic planning.

Interpersonal Skills:

Communication

Proficient in articulating complex ideas clearly.

Learning Agility

Ability to quickly acquire new skills or technologies.

Leadership

Ability to motivate teams to achieve common goals effectively.

Cultural Sensitivity

Proficient in recognizing and respecting cultural differences.

Negotiation

Proficient in negotiating for mutual benefit.

ADDITIONAL COURSES

Successful Negotiation:
Essential Strategies Skills

Institution:

Through www.coursera.com

University of Michigan

Supply Chain Operations
Institution

Through www.coursera.com

Rutgers the State University of New Jersey

Project Management
Institution:

Through www.philanthropyu.org

Philanthropy University

Excel Crash Course
Institution:

Through www.corporatefinanceinstitute.com

Offered by CFI & Certified by Financial Modelling & Valuation Analyst

Fundamentals of Digital Marketing
Institution:

Through www.learndigital.withgoogle.com

Google Digital Garage

EXTRACURRICULAR ACTIVITIES

- Former Coordinator of Human Resource & Development at UNYSA Bangladesh.
- Former under Secretary General of Delegate Affairs at UNYSAB MUN 2019.
- Former Director of Logistics and Support at UNYSAB MUN 2018.
- Former Deputy Director of Conference Management at UNYSAB MUN 2017.

LANGUAGE COMPETENCY

Mother tongue

Bengali

Other language(s)

English

Listening

Full Professional Proficiency

Reading

Full Professional Proficiency

Speaking

Professional Working Proficiency

Writing

Full Professional Proficiency

REFERENCES

Md. Shawan Uddin

Professor, Dept. of Management Studies,
University of Rajshahi

Cell : +8801556307564

Email : shawanmgt@ru.ac.bd

Md. Mahbubul Kabir

Professor, Dept. of Management Studies,
University of Rajshahi

Cell : +88 01858444469

Email : mahbubulkabir226@gmail.com