



Md. Hasan Imam

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🌐 <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

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

Microsoft Office

Expert in Microsoft Office for efficient tasks.

Microsoft Visio

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

PowerPoint

Expert in PowerPoint for effective communication.

Adobe Photoshop

Proficient in image editing & photo retouching.

Specialized Technologies/Tools:

ERP Integration
Proficient

Cybersecurity Awareness
Moderate

Domain & Hosting Management
Proficient

Python
Basic

HTML & CSS
Expert

EDUCATION

2021 –2022

Masters of Business Administration (MBA):

Institution:

CGPA:

Human Resource Management (Exam held in June 2022)

University of Rajshahi

3.73 out of 4.00 (Result published on 08.09.2022)

2016 –2021

Bachelor of Business Administration (BBA):

Institution:

CGPA:

Management Studies (Exam held in January 2021)

University of Rajshahi

3.52 out of 4.00 (Result published on 12.09.2021)

SOFT SKILLS

Organizational Skills:	<i>Decision Making</i> Highly skilled in effectively utilizing data to shape strategic decisions.	<i>Time Management</i> Proficient in prioritizing tasks and consistently meeting deadlines.	<i>Multitasking</i> Capable of managing several tasks simultaneously.	<i>Adaptability</i> Capable of adapting in dynamic environments.	<i>Strategic Thinking</i> Capable of analyzing complex scenarios for strategic planning.
Interpersonal Skills:	<i>Communication</i> Proficient in articulating complex ideas clearly.	<i>Learning Agility</i> Ability to quickly acquire new skills or technologies.	<i>Leadership</i> Ability to motivate teams to achieve common goals effectively.	<i>Cultural Sensitivity</i> Proficient in recognizing and respecting cultural differences.	<i>Negotiation</i> Proficient in negotiating for mutual benefit.

ADDITIONAL COURSES

Successful Negotiation: Essential Strategies Skills Institution:	Through www.coursera.com Univesity 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			
	<i>Listening</i>	<i>Reading</i>	<i>Speaking</i>	<i>Writing</i>
	Full Professional Proficiency	Full Professional Proficiency	Professional Working Proficiency	Full Professional Proficiency

REFERENCES

Md. Shawan Uddin
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