



## 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*

*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 charts.*

*PowerPoint*

*Expert in PowerPoint for effective communication.*

*Power BI*

*Proficient in managing complex data models.*

Specialized Technologies/Tools:

*ERP Integration*  
*Proficient*

*Adobe Photoshop*  
*Proficient*

*Domain & Hosting Management*  
*Proficient*

*Python & SQL*  
*Basic Understanding*

*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 <a href="http://www.coursera.com">www.coursera.com</a> Univesity of Michigan
Supply Chain Operations Institution	Through <a href="http://www.coursera.com">www.coursera.com</a> Rutgers the State University of New Jersey
Project Management Institution:	Through <a href="http://www.philanthropyu.org">www.philanthropyu.org</a> Philanthropy University
Excel Crash Course Institution:	Through <a href="http://www.corporatefinanceinstitute.com">www.corporatefinanceinstitute.com</a> Offered by CFI & Certified by Financial Modelling & Valuation Analyst
Fundamentals of Digital Marketing Institution:	Through <a href="http://www.learndigital.withgoogle.com">www.learndigital.withgoogle.com</a> 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	<b>Bengali</b>			
Other language(s)	<b>English</b>			
	<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**  
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