

# MD. HASAN IMAM

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## SKILLS

- **Microsoft Excel:** Proficient
- **Microsoft Word:** Expert
- **Microsoft Visio:** Proficient
- **Power BI:** Proficient
- **PowerPoint:** Expert
- **HTML & CSS:** Expert
- **Microsoft Outlook:** Proficient
- **Python & SQL:** Basic Understanding

## EXPERIENCE

### Executive - HR & Administration

Rapid System, Bangladesh

Oct- 2022- Present

- Led remote work initiative, crafting policies that enhanced flexibility, productivity, and job satisfaction.
- Identified a need to enhance efficiency, introduced task-based payment to boost efficiency.
- Optimized efficiency by taking over non-coding tasks from programmers, allowing them to focus on coding.
- Developed websites for Rapid System and the CEO's personal site, enhancing credibility and professionalism.

### Business Intern

Al-Arafah Islami Bank

Jan 2021- April 2021

- Successfully facilitated the opening of 400 student accounts in 5 days, ensuring smooth operational efficiency.
- Assisted in addressing a corporate account holder's unique request to withdraw 4 crore and instantly deposit it into another account, during branch fund shortages. Suggested: (1) Validated the deposit request, (2) initiated the deposit, and (3) accepted the withdrawal request last, ensuring a smooth and secure transaction process.

## EDUCATION

**MBA: Human Resource Management** – [CGPA: 3.73 out of 4.00]

September 2022

University of Rajshahi, Bangladesh

**BBA: Management Studies** – [CGPA: 3.52 out of 4.00]

June 2021

University of Rajshahi, Bangladesh

## COURSES & CERTIFICATIONS

- **Successful Negotiation: Essential Strategies Skills**, [University of Michigan] – 2020
- **Supply Chain Operations**, [Rutgers the State University of New Jersey] – 2020
- **Project Management**, [Philanthropy University] – 2020
- **Excel Crash Course**, [Offered by CFI & Certified by Financial Modelling & Valuation Analyst] – 2020
- **Fundamentals of Digital Marketing**, [Google Digital Garage] – 2020

## LEADERSHIP

**Former Coordinator of Human Resource & Development at UNYSAB**

2019

University of Rajshahi, Bangladesh

- Operating a booth for 8 hours a day, received over 500 applications in a week, and smoothly arranged interviews, resulting in successful volunteer recruitment.
- Organizing a 'Dream Orange-2018' career session, ensuring seamless coordination and active participation.