



Md. Kamrul Hassan

Professional Goals

Willing to obtain a core position, which offers challenging environment and where I can enhance my knowledge further. Most importantly, I want to add value to the organization through my experience, hard work, commitment, responsibility, sincerity, and the highest level of professionalism.

Get in touch!

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Khilkhet, Dhaka-1229

Work Experience

1. Project Coordinator

Shikho Technology Bangladesh Ltd. | Feb 2022 – Present

- As a Project Coordinators I am responsible for ensuring the schedule, budget and details of a given task are well organized. Basically, I am developing strategic program and project goals and monitoring program and project performance. I am always trying to efficiently and accurately collecting and measuring the overall project performance, assessing that information, and then using that information to effectively make informed decisions, mitigate risks, identify problems, suggest corrective action, and provide updated and accurate status to project manager.

2. Business Analyst

Brain Station 23 Ltd. | Jan 2021 – Jan 2022

- As a Business analyst I have worked with organizations to help them improved their processes and systems. Conducted research and analysis in order to come up with solutions to business problems and help to introduce these systems to businesses and our clients. Prepared internal and external corporate documents for team members and industry partners. Used to monitor weekly project progress report and give update to management.

3. Executive Assistant

Brain Station 23 Ltd. | July 2019 - Dec 2020

- Provided full administrative and secretarial support for the COO (including preparing letters, emails and reports and diary management). Communicated with internal/external contacts including high-ranking officials, on behalf of the COO, including drafting and editing of standard correspondence. Preparing meeting minutes and the action plans during the meeting and follow up those action plans to accomplish the goal on time. Following up all project managers and collecting weekly project progress report from project manager and submitting to COO and CEO. Guiding CEO and COO for business trip like arranging all documents for visa, collecting passport from embassy on behalf of them, ticketing and hotel booking etc. Provided logistics support. Provided event-planning support. Contacting with foreign client and local client.

Specialization

- Project Co-ordination
- Support Management
- Requirements gathering and analysis
- Prototyping
- Project-progress reporting
- Logistics support
- Communications
- Networking

Computer Skills

Emailing, Internet research, Presentation, MS Word, MS Outlook, MS PowerPoint, Good in MS Excel

Language Skills

Good speaking, Writing,
Listening, Reading skilled in
Bangla and English Languages.

Extra-Curricular Activities

Active Member of Khilkhet
Pathagar (Library), Active
Member of Chetonay Bangladesh

Hobbies

Exercise, Reciting poem,
Photography, Traveling, Chatting
with friends, Cricket etc.

Academic History

1. American International University-Bangladesh | MBA
| Finance | 2016
CGPA-3.71

2. American International University-Bangladesh | BBA
| Accounting and Finance | 2014
CGPA-3.83 (Awarded)

3. Dhaka Commerce College | HSC
| Business Studies | 2006
GPA-4.60

4. Kurmitola High School | SSC
| Science | 2004
GPA-3.81

Personal Information:

Father's Name : Md. Ruhul Amin
Mother's Name : Aleya Begum
Date of Birth : 19/04/1989
NID : 1454604834
Blood Group : B+
Marital Status : Married

Permanent Address:

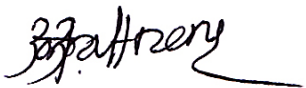
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