

Mahadi Hasan Nasif

House No- 47, Road No- 15, Nikunja- 2,
Khilkhet, Dhaka- 1229
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Email: mahadihasannasif@gmail.com



Career Objective:

Highly motivated and experienced in operations. I am a dedicated, organized and methodical individual can adapt to all challenging situations. Also have good interpersonal skills, an excellent team worker and I am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wider range of employment areas.

Career Summary:

I would like to build up career in a well-known organization through using my creativity, efficiency, proficiency and hard working so that my respective organization can achieve its goal in the circumstances for building up myself.

Academic Qualification:

Certificate Course in 2018

Knitwear Merchandising

BGMEA University of Fashion and Technology

BBA in Finance 2016

CGPA: 3.51 (4.00)

Primeasia University

HSC in Business Studies 2012

GPA: 4.80 (5.00)

Dhaka Commerce College, Dhaka Board

SSC in Business Studies 2010

GPA: 4.25 (5.00)

Banani Bidyaniketon, Dhaka Board

Working Experience:

1. VFS Global Pvt.Ltd :

I have worked in the embassy of United states of America via VFS global as promoted from (11th November 2017 to 31st January 2020) and also have experience to work in Malaysia Immigration Clearance Center as an employee of Galaxy Facilitation Service Limited and VFS Global. I have completed all tasks that assign by manager and management without any complains. I am able to manage all tasks and pro activities in any assignment.



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Responsibilities:

- Providing Face to face Customer Service.
- Documentation & Team Management.
- Need to complete assignment timely given by management.
- Conducting Team Meeting with Management & employee.
- Need to complete assignment timely given by management.

2. Bkash Ltd. Dhaka, Continuing

Position: Junior Officer

Responsibilities:

- Providing Customer Service over the phone
- Data entry to keep the system updated
- Find a solution according to the customer problem
- Need to complete assignment timely given by management.
- Conducting Team Meeting with Management & employee.

Computer Literacy:

- **General Skills:** MS Word, MS Excel, MS PowerPoint, MS Access, Email, Internet and Web, Computer Maintenance.

Personal Details:

Name : Mahadi Hasan Nasif

Father's Name : Tajul Islam

Mother's Name : Anwara Akter

Date of Birth : 13th March, 1994

Blood Group : O+

Gender : Male

Nationality : Bangladeshi

Marital Status : Single

Religion : Islam

Referees:

Name: Md. Zakir Hossain Designation: AGM Factory Operation. Organization : ACI Foods Limited Address: Kutirchar, Kamarkand, Sirajgonj Cell : +8801716833291 E-mail : zhossain@aci-bd.com	Name: Md. Ziaul Haque Designation : Deputy Manager - Operation Organization : VFS. Global Ltd Address: Delta Life Tower, (4 th Floor), Road # 90, Plot # 37, Gulshan North Commercial Area, Gulshan-2, Dhaka- 1212, Bangladesh Cell : +8801841941194 E-mail : ZiaulH@vfsglobal.com
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Dedation:

I, **Mahadi Hasan Nasif**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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Mahadi Hasan Nasif



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