

Mehedi Hasan

121/3, Bijoy Sarani Tower, West Tejgunipara, Tejgaon, Dhaka-1215

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Key Skills: | Administration and Management | Operations handling | Business Development | Project Planning and Organizing | Recruiting | Supply Chain | Procurement | Customer Handling | Compliance | Payroll management | HRIS |

Experiences

Designation : Senior Officer
Department : Alternative Distribution Channel (ADC)
Company : Chartered Life Insurance Company Limited
Business : Life and Health Insurance Service
From - To : 10.01.2021 to till date
Responsibilities :
-> Assisting in development and achieving the strategic and operational objectives of the ADC business by settlement of the claim on time.
-> Coordination to enhance existing business relationships as well as identifying and developing to expand retail distribution channels so as to achieve business targets.
-> Preparing ADC Claim reports (quarterly, half yearly, & yearly).
-> Support in development of Bancassurance Business.
-> Preparing and analyzing daily claim reports.
-> Communicating with partner organization (i.e., Bank)
-> Scrutinizing the claims.
-> Processing claims in a timely manner.
-> Ensuring claim covers the policy.
-> Investigating the claim.
-> Responding to claim queries from ADC Partners through mail/phone call.
-> Sharing analytical report of ADC partner.
-> Monitoring issues to undesirable outcome.
-> Ensuring management reports are sent on timely basis.
-> Ensuring all documents filing and sorting properly.
-> Ensuring management approvals of working documents.
-> Performing any other official tasks assigned by the management of CLICL.

Designation : Executive, HR & Admin
Company : HR Event Management
Business : Event Management and Services
From - To : 01.01.2018 to 05.11.2020
Responsibilities :
-> Client Hunting and convincing for acquiring business growth. **(Business Development)**
-> Planning on the upcoming event with the management **(Project Planning)**
-> Arranging interview session to recruit workers for different roles, based on specific criteria. **(Recruiting)**
-> Keeping track of how many workers working daily, attendance and how much progress achieved. **(Operations)**
-> Ensuring fair and friendly working environment with proper administrating. **(Administration)**
-> Managing payroll of the employees and workers. **(Payroll Management)**
-> Keep track of the supply chain and procurement of goods needed before every event. **(Supply chain and Procurement)**
-> Staying up to date of the availability of inventory items to quickly purchase or rent those. **(Inventory Management)**

Education

MBA Professional – 2021 – 2023(HRM)

Institution: Bangladesh University of Professionals (BUP)

Result: 3.67 (4th Semester Running)

H.S.C - 2012

Notre Dame College, Dhaka

G.P.A: 5.00

B.Sc. in CSE – 2014 - 2018

Institution: University of Asia Pacific (UAP)

Cumulative GPA: 3.64

S.S.C - 2010

GSCAHS

G.P.A: 5.00

Professional Training

Human Resource Management Competencies (HRMC) – 2020

Institution: Institute of Business Administration, Dhaka University (IBA, DU)

Microsoft Excel Advanced

Institution: Instructory (<https://instructory.net/>)

Platform: E-Learning

Personal Information:

Father's Name	: Late Gazi Mohammad Abu Hanif
Mother's Name	: Rina Akhter
NID No.	: 3301438309
Nationality	: Bangladeshi
Date of Birth	: 28.06.1994
Marital Status	: Single
Blood Group	: A-

References

Md. Mohiuddin
VP, Head of HRD, Chartered Life Insurance Company Ltd.
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Mohammad Tuhin
Senior Executive, Admin & Accounts
HR Event Management
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