



## Md. Hasan Imam Nayan

CB 71, Kochukhet Old Bazar  
Dhaka Cantonment  
Bangladesh.

E-mail: [hasanimam006@gmail.com](mailto:hasanimam006@gmail.com)  
Cell: 01721278502

### OBJECTIVE

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

### PERSONAL DETAILS

**Date of Birth :** 23-08-1990

**Nationality :** Bangladeshi

**Marital Status :** Single

### EXPERIENCES

#### **Administrative Assistant(Sept 1,2019 – Continuing)** **Next Accessories Ltd.**

Company Location: Banani, Dhaka, Bangladesh

Department: Administration

- Provide general administrative & clerical support.
- Organize and schedule appointments & meetings
- Handle multiple projects
- Answering & inquiries phone calls & email

#### **Admin Executive (October 1, 2017 - March 24, 2019)**

##### **Universal Cellular Engineering**

Company Location : Kuala Lumpur, Malaysia

Department: administration

##### **Duties/Responsibilities:**

- Schedule meeting if any
- Welcome/ receive visitors relating to work
- Prepare staff salary sheet
- Manage administrative department

#### **Assistant supervisor (June 2, 2016 - September 25, 2017)**

##### **Tesco Malaysia**

Company Location : Kota Damansara, Malaysia

##### **Duties/Responsibilities:**

- Schedule and on budget
- To record customer service issues in a timely and accurate way.
- Deal with supplier and customers.
- Update store products list.

#### **Intern (August 13, 2013 - December 13, 2013)**

##### **Southeast Bank Ltd**

Company Location : Elephant Road, Dhaka, Bangladesh

##### **Duties/Responsibilities:**

- Report daily activity to my supervisor
- Opening accounts and different types of FDR for the customers
- General banking
- Foreign exchange

---

## EDUCATION

- **Masters Of Business Administration (MBA)**  
Institution: Segi University (Malaysia)  
Major in International Business  
Year: 2016-2018  
CGPA: 3.15 (Out of 4.00)
- **Bachelor Of Business Administration (BBA)**  
Major in Human Resource Management  
Institution: Eastern University (Bangladesh)  
Year: 2009-2013  
CGPA: 2.67 (Out of 4.00)
- **Higher Secondary Certificate in Humanities (H.S.C.)**  
Institution: Khulna Public College (Bangladesh)  
Subject: Humanities  
Year: 2007-2008  
CGPA: 4.30 (Out of 5.00)
- **Secondary School Certificate in Humanities (S.S.C)**  
Institution: Chalna K.C. Pilot School (Bangladesh)  
Subject: Humanities  
Year: 2005-2006  
CGPA: 4.19 (Out of 5.00)

---

## EXTRA CURRICULAR ACTIVITIES

- Organized and acted so many help and cultural programme as a member of Eastern University Social and cultural club.
- Organized seminar on behalf of Global MBA department in Segi university, Malaysia.

---

## LANGUAGE AND PROFESSIONAL SKILL

- **Language: Mother Tongue**-Bengali. Fluent in Bengali and good working knowledge in English.
- Organized and dedicated to work.
- Efficient in establishing contacts.
- Comfortable in working independently or as part of a team.
- Communicate with people very easily.
- Self-confident, Hardworking & interested in learning new things.
- **Computer Skill:** Fluent in MS Word, Excel, PowerPoint

---

## TRAINING AND WORKSHOP

- Attended a seminar on "E-commerce towards international business"- Organized by University of Malay, IBS department (15 November, 2017).
  - Attended a workshop on "Leadership & Decision making skill" organized by Segi University Malaysia, MBA department (05 May, 2018).
-

---

## REFERENCES

- **Dr. Cheok Mui Yee**  
MBA coordinator  
Segi University, Malaysia  
Relationship: Research Supervisor  
Email: cheokmuyee@segi.edu.my
- **K.M. Rezaul Firoz Rintu**  
Advocate Bangladesh Supreme Court  
Relationship: Cousin  
Cell: 01711730855