





FAHMINA HASAN

 fahmina.hasandeena@gmail.com

 +880185-4422199/ 01787-693329

 Basic Saleh Garden

H-13,Road#Avenue 2, Block D
Section 2,Mirpur,Dhaka

Career Objective



To Work with hardship and honesty for improved career & to work in a responsible position in a well reputed national or multinational organization and learn new things by the work-related sectors requiring skills like creative thinking and problem-solving skills.

WORK EXPERIENCE



Executive, Supply Chain & Customer Service (October 22, 2016 - Continuing)

Organization:

Navana Petroleum Ltd.

Department: Supply Chain.

Job Responsibilities:

- ✓ Preparing the invoice according to Purchase order/Sales Order Management.
- ✓ Monitoring & Distribution of products in accordance with delivery schedule.
- ✓ Giving the follow up to the- Warehouse for maintenance & Logistics Dept.
- ✓ Preparing the requisition, Work order & maintain complete updated purchasing records/data and pricing in the system.
- ✓ **Commercial** – LC Opening, Bank Communication, Procedure & Proper Documentation.
- ✓ **Tally software & ERP** Maintain for all the aspect.
- ✓ Stock Maintenance of BD.
- ✓ Assist the HR & Admin for Recruitment, Selection & then Training procedure for the employee.
- ✓ Draft Policies/Procedure- Attendance, Leave & others for the organization.
- ✓ Planning, Developing & implementing **PR Strategy** for the betterment of Org.
- ✓ Liaison with the related sectors of Procurement, HR & Admin for various administrative issues as per guideline of Supervisor.
- ✓ Handling the Customers/Clients Complaints, try to solve the problem & take the feedback.
- ✓ Doing different functional wing related to Management as per the positional authority.

Officer- Commercial & Administration (February 17, 2014 - March 10, 2016)

Organization:

Globelink Container Lines Ltd.

Department: Administration.

Job Responsibilities:

- ✓ Proper Documentation.
- ✓ Purchase of all the things for the office maintenance, Vendor Selection & Quotation.
- ✓ Update all the information regarding LC & maintain the overall communication.
- ✓ Communicational support gives to the client through mail.
- ✓ Maintain the administrative work & arrange all the ceremonial functions & events.

EDUCATION



Masters of Business Administration(MBA)

United International University (UIU)
Major in Finance

Graduated, 2018
CGPA 3.20 out of 4

Bachelor of Business Administration(BBA)

International Islamic University Chittagong
Major in Finance & Banking

Graduated, 2015
CGPA 3.63 out of 4

Higher Secondary Certificate (HSC)

Govt. Commerce College. Chittagong
Business Studies
Chittagong Board

Graduated, 2010
CGPA 5.00 out of 5

Secondary School Certificate (SSC)

Silver Bells Girls' High School
Business Studies
Chittagong Board

Graduated, 2008
CGPA 5.00 out of 5

Software Skills



Microsoft Office Application

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point & ERP Software

Language Skills



- Bangla: Native Language
 - English: Excellent in all side, Fluent in Speaking.
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Professional Certification:



- PGD-SCM Appeared in the Centre For Professionals-(An Australian Based RTO) Certificate of Melbourne Metropolitan College

Professional Skills



- Cope up with the changes, Taking the responsibilities, Dealing with the problems & solving issues as per positional authority.
- Communicational skill & also have the learning spirit from others.
- *Team Management*
- Leadership & Monitoring

Others Skills : _____

- Completed Course on Painting from Bangladesh Shishu Academy (4Years), Zilla Shilpokala Academy (3Years) & involved in the Chittagong Art College.
- Worked as a Monitor in the DBA-Batch'15
- Participate in the Social Work – Blood Donate, Distribute the winter Cloth, Awareness create in the Village Girls about- Basic Needs, Physical Knowledge Etc.
- Organizing the events of- University Cultural Club, Award ceremony etc.
- Arrange the programs of Engineer's Institute of Chittagong- Interior Department



Personal Details

Father's Name	: MANIR UDDIN AHMED
Mother's Name	: FERDOUSI HASAN
Date of Birth	: 22/10/1992
Sex	: Female
Nationality	: Bangladeshi (By birth)
Religion	: Islam
Marital status	: Married
Blood Group	: B+ve
National ID No	: 2850304870
Permanent Address	: 293. West Ukilpara, Abdur Rouf sarak. Feni Sadar. Feni.

Reference(s)

- Mustafa Moinul Hasan**
Navana Petroleum Limited
GM- Supply Chain
Cell: 01713-328956
Bastu Bithika (3rd floor) House#09, Road#04,
Block#F, Banani Dhaka-1213, Bangladesh
- Elias Uddin Ahmed**
Board of Intermediate and Secondary Education
Inspector of Schools - Comilla Board
Cell: 01919-086566

Declaration

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

Fahmina Hasan

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