

FAHMINA HASAN



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Basic Saleh Garden

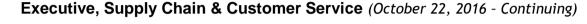
H-13, Road#Avenue 2, Block D Section 2, Mirpur, Dhaka

Career Objective



To Work with hardship and honesty for improved career & to work in are sponsible position in awell reputed national ormultinational organization and learn new things by the work-related sectors requiring skills like creative thinking and problem-solving skills.

WORK EXPERIENCE





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 StudiesChittagong 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
- MicrosoftExcel
- Microsoft Power
 Point &
 ERP Software

Language Skills

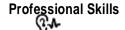


- Bangla: Native Language
- = English: Excellent in all side, Fluent in Speaking.

Professional Certification:



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



- 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

Permanent Address : 293.West Ukilpara,

> Abdur Rouf sarak. Feni Sadar, Feni.

: 2850304870

Reference(s)

1. 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

2. Elias Uddin Ahmed

Board of Intermediate and Secondary Education Inspector of Schools - Comilla Board

Cell: 01919-086566

Declaration

I,Fahmina Hasan,herebydeclare thattheinformationcontainedhereinistrueandcorrecttothebestofmy knowledge and belief.

Fahmina Hasan

Fahmina Hasan