

Resume

Mehedi Hasan Shuvo

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Career Objective

Willing to develop my career in the development sector where I can make meaningful contribution continuously with security, honesty and dedication. With my challenging opportunity, I will try to help the organization to achieve its vision and to help the society towards the development indeed.

Strengths

- People orientation & sound analytical ability.
- Able to work under pressure & self-motivated with initiative.
- Excellent interpersonal & communication skill.
- Self-organized, believe in honesty and dignity.

Academic Certification

- **Bachelor of Business Administration (BBA)**

Institute	: East West University
Subject	: Accounting
Result	: 2.80
Passing Year	: 2017

- **Higher School Certificate (H.S.C)**

Institute	: Dhaka Commerce College, Dhaka
Board	: Dhaka
Group	: Commerce
Passing Year	: 2012
Result	: GPA-5.0

- **Secondary School Certificate (S.S.C)**

Institute	: B.A.F Shaheen College, Dhaka
Board	: Dhaka
Group	: Commerce
Passing Year	: 2010
Result	: GPA- 5.0

Experience

Intern at Shahjalal Islami Bank Ltd.

Department : General Banking
Working Period : 1st Oct 2017 to 31st Dec 2017
Location : Gulshan Branch (GSA)

Key responsibilities:

- Receive the phone calls to the clients
- Open the accounts of the clients
- Have to maintain the data entry
- Give the statement when the client's needs.

Running work

Hamko Electric and Electronics

Post : Business Development & Sales Support Officer
Working Period : 1st January 2019 to still now
Location : Baridhara, House-02, Road-02

BD Paints Ltd.

Post : Business Development Officer
Working period : 1st February 2018 to 31st Oct 2018
Location : H- 183, (6th floor), Road- 04,
Block- B, Ahmed Akbar Sobhan
Road, Basundhora R/A

Computer skills

- Operating System: WINDOWS 98/2000/XP/WINDOWS 7
- Application Software: OFFICE 97/2000/2003/2007 (MS-WORD, MS-Excel, MS-POWER POINT)
- Internet Browsing & E-mail etc.

Language Proficiency

- English: Good command over reading, writing and speaking.
- Bangle: Mother Language

Interest & Hobby

- Travelling

- Driving

Personal Information

- Name : Mehedi Hasan Shuvo
- Father's Name : Md. Abdul Quddus
- Mother's Name : Mrs. Salma Akter
- Address : 288/1 West Nakhalpara, Tejgoan
Dhaka-1215
- Date of Birth : 7th May 1994
- Religion : Islam
- Nationality : Bangladeshi (by birth)
- Marital Status : Single
- Height : 5'10
- Blood Group : A(+)

Confidence

I am smart, young, Energetic, Dynamic, Good-looking an outing pleasant personality, and self starter, strong personal skill will an ability to work at a high pace on once own Imitative.

Reference

Md. Nasir Uddin
Advocate
Bangladesh Supreme Court
Mob 01712722013

Dr. Md. Saiful Islam
Senior officer
PG Hospital
Mob 01552388641

Declaration

I declare that all the information included here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates.



Date & Signature
