

## **MEHEDI HASAN**

### **Corresponding Address**

Mehedi Hasan  
13, Moneshwer 1st lane, Hazaribagh  
Dhaka-1209  
Mob: +08801676900824  
Email: [mehedimhr8@gmail.com](mailto:mehedimhr8@gmail.com)



<https://www.facebook.com/mehedihasan.razib>  
<https://www.linkedin.com/in/mehedi-hasan-b5637576/>

### **Career Motivation:**

To serve a well-established Organization in order to attain or secure Challenging Executive or Managerial Position by providing key analyzing Support, playing a vital role in decision making process & adding significant values to maximize the profit of the business.

### **WORKING EXPERIENCE:**

1. I have Served in “**Tafrid Cotton Mills Ltd.**” at Sena Kallan Bhaban, 15<sup>th</sup> Floor, 195 Motijheel, Dhaka-1000. With effect from 1<sup>st</sup> November’2018 to Continue as like a “**Commercial Executive**”

### **MAJOR ASSINGMENT & PROJECT PAPER:**

- Prepare all kinds of export Documents as per LC terms & Condition and Buyers Guideline.
- Keep Record and prepare all types of Statement relating to export & any other if Necessary.
- Export Documents Presentation to the Negotiation Bank timely
- I Flow Up time to time Production, Yarn Shipment, wastage Status, Running LC Statements, Maturity, Cheque deposit to the bank & ensure payments from banks and Regular Communication with Bank regarding export Documents.
- Also Prepare Export Documents, G.S.P & Cash BTMA Certificate, Proforma Invoice, Delivery Order & EXP Form the terms & Condition.
- All of The Bank related works Such as Collected LC, Insure Payments, Bank Acceptance, Submit FDD, TT Other Works Instruct by Management & Submit Export Documents Or Collect import Documents.
- E-mail correspondence & Making Phone call to the customer, Supplier & Factory for the Concern Issue.
- Co-ordinate With All Section Of Commercial Department.( Export, Import, Bank, BTMA)

2. I have Served” **Knit Apparels**” in “**Designtex Fashion Ltd**” at Ashulia, Zirabo, Savar, Dhaka. with effect from 12<sup>th</sup> January’2015 to 30<sup>th</sup> Oct’2018 as like a “**Asst. Merchandiser**”

## **MAJOR ASSINGMENT & PROJECT PAPER:**

- I update daily based Production Report.
- Proper Communication with Simultaneously Fabrics Unit & Buyer.
- I flow up time to time “Best Seller, NKD, Ball Group, Auchan, SRG, Elcortee Ingles (ladies Dept.) & New Look” Buyers packing list, Shipping marks, Poly & Cartoon booking.
- Maintain data for the order, & input data for costing to report efficiently& accurately.
- Flow up & committed with the time line given by buyers & obviously meet the time line.
- Making samples, pricing, costing and should liaison with next production line.
- Perform any other duties as & when assigned by supervisor.
- Designtex Fashion Ltd. (Knit Garments) Process With eco-friendly

## **Masters of Business Administration (MBA)**

University : State University of Bangladesh  
Passing year : 2014  
Major : **Marketing**  
Result : CGPA 2.65 (out of 4)

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

University : State University of Bangladesh  
Passing year : 2012  
Major : **Marketing**  
Result : CGPA 2.73 (out of 4)

## **Higher Secondary Certificate (H.S.C)**

College : College of Development Alternative  
Department : Business studies  
Passing year : 2008  
Board : Dhaka  
Result : GPA 3.30

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

School : Fazlul Haq High School  
Department : Business studies  
Passing year : 2006  
Board : Dhaka  
Result : GPA 3.31

## **INTERPERSONAL SKILL & COMPETENCY:**

### **COMMUNICATION SKILL**

- Bengali: Mother tongue
- English: Comfortable in listening, writing and speaking
- Hindi: Good in listening and speaking

## **COMPUTER PROFICIENCY:**

- MS Office program: MS-Word, MS-Excel, MS-Power point, Internet browsing
- Operating system: Windows 7, Windows 98, Vista, XP

## **PERSONAL PROFILE:**

Name	: Mehedi Hasan
Father's Name	: A. Rashid Howlader
Mother's Name	: Farida Parvin
Present Address	: 13, Moneshwer 1st lane, Hazaribag, Dhaka.
Permanent Address	: 13, Moneshwer 1st lane, Hazaribag, Dhaka.
Contact Number	: +08801676900824
Date of Birth	: 05-08-1989
Religion	: Islam
Marital Status	: Single
Sex	: Male
Nationality	: Bangladeshi (By birth)
Blood Group	: O <sup>+</sup>
National ID No	: 1483793483

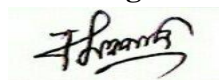
## **RECOMMENDATION**

**Sayeed Mohammad Omar**  
**Manager (Commercial)**  
**Tafriid Cotton Mills Ltd.**  
Sena Kallan Bhaban, 15<sup>th</sup> Floor,  
195 Motijheel, Dhaka-1000. Bangladesh  
Mob: +8801817094584  
Email: smomar2608@gmail.com

**Md. Abul Kalam.**  
**General Manager**  
**Designtex Fashion Ltd.**  
Ashulia, Zirabo, Savar,  
Dhaka, Bangladesh.  
Mob: +8801715966846  
Email: kalam.dfl@designtexbd.com

I hereby declare that the above information is correct, if require and where applicable, this documents can be supported by authentic certificates.

**Thanking You**



Mehedi Hasan