

Curriculum Vitae

PROFILE:

- # Dedicate customer service representative
- # Dedicated to providing quality care for ultimate customer satisfaction
- # Proven ability to establish and maintain excellent communication & relationship with client
- # Dedicated to identifying customer needs and delivering effective solution to all problem
- # Excellent time management skills combined with a superior knowledge of the customer service industry
- # Bilingual, hardworking, and ready to joint my next team



Hasan Morshed

Suit # C (1), D # 43, Arambag Housing, Rupnagor, Mirpur-7,
Dhaka, Bangladesh

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Cell # +8801714143546

Telephone: +88-02-8156226-28, 9129439 (office)

Employment History # 01

Position: Coordinator (Inspection Division)
Name of organization: INTERTEK Bangladesh Ltd. (UK based multinational company)
Office address: Haider Tower, House # 668, Choydana, Word # 34, Gazipur - 1704, Bangladesh
Telephone: +88-02-8156226-28, 9129439
Job responsibility: Receive booking, keep inspection schedule, communicate with foreign Byer, local buying & contact with Garments people
Duration: 02-09-2009 to till date (13 Years running)

Employment History # 02

Position: Secretary (Union Parishad)
Name of organization: Rotnopur Union Parishad (Under Local Government)
Office address: Agailjhara Thana, Barisal, Bangladesh
Job responsibility: Cash books maintain, Tax reg. maintain, salary sheet prepare of village police, monthly meeting minutes etc
Duration: 01-08-2000 to 01-08-2009

Academic Qualification # 04

Name of Degree: Master of Commerce (Management)
Name of institute: B.M University College, Barishal
Name of Board / University: National University
Passing Year / Result: 1998 / 3rd Class

Academic Qualification # 03

Name of Degree: Bachelor of Commerce (Pass)
Name of institute: Barishal Government College, Barishal
Name of Board / University: National University
Passing Year / Result: 1994 / 3rd Division

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Academic Qualification # 02

Name of Degree: Higher Secondary Certificate (H.S.C)
Name of institute: Barishal Government College, Barishal
Name of Board / University: Jessore Board
Passing Year / Result: 1991 / 2nd Division

Academic Qualification # 01

Name of Degree: Secondary School Certificate (S.S.C)
Name of institute: A.K High School, Barishal
Name of Board / University: Jessore Board
Passing Year / Result: 1989 / 2nd Division

Details Info

Name: Hasan Morshed
Father's Name: Md. Aroz Ali Negaban
Mother's Name: Hasina Begum
Date of Birth: 1st July 1974
Gender: Male
Religion: Islam
Marital Status: Marid
Nationality: Bangladeshi By birth
Birth Certificate no: 19740695008216942
National Identification no: 9144961191
Permanent Address: Charbaria Lodge, Doptor Khana Road, Barisal-8200, Bangladesh

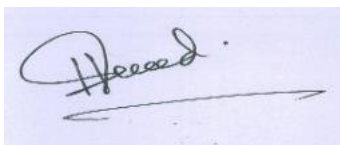
Training Summary

Training Title: Office Management
Course duration: 6 days
Name of Institute: Training Institute of Small & cottage industries (BSCIC), Azampur, Uttara, Dhaka

Training Title: Fundamental Course of Secretary
Course Duration: 15 days
Name of Institute: National Institute of Local Government (NILG), Agargaon, Dhaka,

Computer Skill

MS-Word, MS-Excel, Power Point, Email (outlook), Internet browsing etc



Hasan Morshed