

RESUME OF MEHEDI HASSAN

Address: 53/08, Nabinagar Project, Mohammadi Housing, Mohammadpur, Dhaka 1207.

Mobile No: +8801810-375405

E-mail: mh3976723@gmail.com



Career Objective:

Intend to work in a challenging and competitive environment where responsibilities and commitment are required where the dignity of sense work provides job satisfaction and the place of work provides potential avenues for learning.

Career Summary:

To work in a mission-oriented organization and two contribute to achieving organizational goals by doing my responsibilities efficiently and using the limited resources effectively. I would like to contribute to the development of managerial standards at the international level in my country and by honesty, leadership capacity, and ethical values as my administrative capacities thought out of my carrier.

Special Qualification:

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Access, and Internet Browsing & Photoshop.

Employment History:

Total Year of Experience: 3.7 Years (s)

1. Logistic, Jr. Accounts & Procurement Officer (February 1, 2021 - June 6, 2022)

CIB Foundation

Company Location: Dhaka

Department: Procurement & Accounts

Duties/Responsibilities:

Logistics Officers are responsible for monitoring stock levels and overseeing the movement of incoming and outgoing goods. They are detail-focused and use computers to manage the inventory databases under their control. They usually work in a storage facility for transport and logistics organizations.

To make party/supplier, bill, and ledger, based on the daily transaction. Check the accuracy of bills and supporting documents before payment. Maintain petty cash fund for disbursements and keep proper records & Cash reconciliation. Maintain the file and register the voucher. Check other departments' books, records, and registers. Prepare a report to Management.

Prepare a report to Management. Preparing plans for the purchase of equipment, services, and supplies. Following and enforcing the company's procurement policies and procedures. Reviewing, comparing, analyzing, and approving products and services to be purchased. Managing inventories and maintaining accurate purchase and pricing records. Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc. Maintaining good supplier relations and negotiating contracts. Researching and evaluating prospective suppliers. Preparing budgets, cost analyses, and reports.

2. Team Leader (TL), Distribution Management (December 22, 2020 - January 31, 2021)

SSL Wireless

Company Location: Dhaka

Department: Distribution Management

Duties/Responsibilities:

Ensure Relationship Representative RR deployment effectively in assigned territory. Plan effective market coverage with producer SR. Prepare a journey plan for each Relationship Representative RR. Give and achieve daily activation target for all Relationship Representative RR. Make sure all apps are updated on each RR platform. Collect retail data and plan from assigned producer and market. Report daily performance to Head of Department. Proper implementation of CRM App. Create good repo with retail, trade, and market. Negotiate with stakeholders like distributor or producer sales team for agreed deadlines. Give market insights to line managers and Head of Department. Collect intelligence reports.

3. Territory Sales Officer (June 11, 2019 - December 21, 2020)

Commerce Publication

Company Location: Dhaka

Department: Sales & Marketing

Duties/Responsibilities:

Establish and maintain current client agent and potential client relationships. Frequently field visits. Achieving sales targets and credit collection. Identify and resolve client concerns. Prepare sales contracts and maintain contract services. Maintain all kinds of promotional activity to boost sales. Frequent visits to College to make a strong relationship with a teacher. Fulfill all tasks according to the line manager.

4. Sales Representative (October 23, 2015 - March 8, 2016)

PRAN RFL GROUP

Company Location: Khulna

Department: Khulna Spice

Duties/Responsibilities:

To acquire new clients in the specified region market. To create maintain excellent relationships with clients and be able to tailor product pitches according to their specifications. Interact regularly with the clients to ensure a committed and partnership-based relationship. Comply with the Sales process and mechanism of the company to ensure Business Professionalism & Integrity. Other tasks as assigned by the superior.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Accounting	National University	CGPA:2.77 out of 4	2018	1
Bachelor of Business Administration (BBA)	Accounting	National University	CGPA:3.23 out of 4	2017	4
HSC	Business Studies	Govt. H.S.S College, Magura	CGPA:4.7 out of 5	2012	2
SSC	Business Studies	Chotfalia High School, Magura	CGPA:4.81 out of 5	2010	2

Career and Application Information:

Preferred Job Category	: Accounting/Finance, Marketing/Sales, Data Entry/Computer Operator
Looking For	: Mid-Level Job
Available For	: Full Time
Present Salary	: Tk. 18000
Expected Salary	: Tk. 22000
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Logistic/Courier/Air Express Companies, Direct Selling/Marketing Service Company

Specialization:

- Sales & Marketing.
- Computer Operator.
- Team Lead.
- Logistic.
- Procurement.
- Accounts.

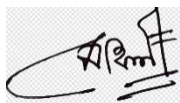
Personal Details:

Father's Name : Md. Samsul Alam
Mother's Name : Sajeda Begum
Date of Birth : July 19, 1995
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 2376431017
Religion : Islam
Permanent Address : Kashinathpur, Magura Sadar, Magura-7600.
Current Location : Dhaka

Reference (s):

Reference: 01
Name : Dr. W. Reja
Organization : CIB Foundation
Designation : Head of Training
Address : Mohammadpur, Dhaka
Mobile : 01958085004
E-Mail : drwreja@gmail.com
Relation : Professional

Reference: 02
Md Ariful Alam
CIB Foundation
Head of Accounts
Mohammadpur, Dhaka
01958085013
arif73alam@gmail.com
Professional



Signature