

RESUME

MD. Mehadi Hasan

MBA University of Dhaka

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Career Objective:

I want to lead a simple life - means not corruption, honest, do not tell a lie and always obey to my parents. I would like to utilize my skill and knowledge to earn right wealth. And to be associated with a progressive organization that provides an opportunity to apply my knowledge and skills in order to keep abreast with latest trends and technologies.

Working Experience:

Company Name:	Roshawa Spinning Mills Ltd.
	Head office, House: 23, Road: 07, Banani, Dhaka, 1213
Position:	Commercial Assistant (Import)
Duration:	01 February 2017 to 31 May 2017

Job Description:

- Prepare LC opening documents.
- Check LC clause, amendment LC clause.
- Communication with Exporter via e-mail or voice call.
- Contract with C&F agent and transportation via email or voice call.

Academic Credentials:

Exam Title	Concentration/ Major	Institute Name	Result	Passing Year
MBA	International Business	University of Dhaka	CGPA:3.11 out of 4	2016
MBS(Masters of Business Studies)	Management	National University (Government Bangla college, Dhaka)	2 nd Class	2011
BBS (Bachelor of Business Studies)	Management	National University (Cantonmet Collage Jessore)	2 nd Class	2010
HSC (Higher Secondary Certificate)	Business Studies	Jessore Board (Dr.AbdurRazzak Municipal College, Jessore.)	GPA: 3.70 out of 5	2006
SSC (Secondary School Certificate)	Business Studies	Jessore Board (Badsha Faisal Islami Institute, NewTown, Jessore.)	GPA: 3.69 out of 5	2004

My Strengths:

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- Good communication skill in English
 - Good analytical skill
 - Quick and Independent learner
 - Ability to work with team
 - Ability to work under pressure

Intrinsic skill:

Always speaking the truth is my intrinsic skill power, quick adaptation ability in terms of organization and stakeholders cultural differences.

Technical Skills:

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- Operating Computer (Windows-any series)
 - MS Word, MS Excel, MS Power Point, MS Access Program, Database Program
 - Internet Access

Language Proficiency In English:

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- English: Good in Writing & Speaking
 - Bengali: Excellent in Writing & Speaking.

Personal Details:

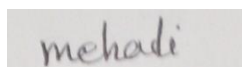
Father's Name : Md. FarukHossain
Mother's Name : Momotaz Begum
Date of Birth : 01-10-1989
Marital Status : Single
Sex : Male
Nationality : Bangladeshi
Religion : Islam
Languages known : English
Permanent Address : C/O:-Md. FarukHossain,Village: Plot-88,Sector-1,
Post: New Town-7401, P.S: JessoreSadar, Dist: Jessore

Current Location : Plot-88, Sector- 01, Newtown, Jessore.
National ID No : 4114795252667

References:

Md. Abdul Karim
Deputy Manager, Operations
Palli Karma-Sahayak Foundation (PKSF)
Plot: E-4/B, Agargaon Administrative Area
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
Contact No: 01718 307785
Email: karim@pksf.bd.org
Akarim1362005@yahoo.com

Md. Mehadi Hasan

Signature

Date: 22.10.17