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**MD.MAHAMUDUL HASAN**

Dhanmondi-, 7/A, 41/23/10, Unit-703,

Dhaka-1209, Bangladesh

Contact: +8801633153694, 01914 521822

Email: [repon555@yahoo.com](mailto:repon555@yahoo.com)

Personal statement:

I am a passionate, quick learner and consistent with 6 years of experience in operations management. I am a skilled communicator and analytical thinker with proven ability to execute organizational strategies in an effective and efficient way. Looking forward to engage myself in a position where I can apply existing knowledge and experience properly.

Work Experience- (1)

Organization name**- Antron Express Ltd, (Custome House Airport)**

Designation**-Senior Executive, Operation**

Duration***-* December 2018 –Jun 2020**

**Job Responsibilities:**

* Conduct Meetings with Local & Foreign Associates
* Monthly report check inbound and outbound
* Ensuring customer service satisfaction by goods delivery on time
* Import General Manifest (IGM) submit by international operation system
* Ensuring proper order processing
* Monitor & Maintain Timelines of goods delivery and manage rider

Work Experience- (2)

Organization name**- Daraz Bangladesh Limited**

Designation**-Hub Incharge, Operation**

Duration***-* Jan 2016 –Nov 2018**

**Job Responsibilities:**

* Maintaining relationship with the vendors, suppliers & customers, Strategies.
* Managing different units within the operational process and ensuring proper coordination among other departments.
* Designing and improving policies. Standard operating procedures for operational and logistics activities.
* Assisting vendors with logistics, payments & Quality Control issues.
* Operating advanced technology such as OMS, HMT, seller center software
* Quality control inspection and Ensuring proper order processing
* Resolving problems concerning client complaints, and operational systems.
* Planning, recommending, and allocating resources to meet and optimize operational requirements.

Work Experience- (3)

Organization name**- Max Hospital Limited, Chittagong Mehadibagh**

Designation**-Jr.Accounts Officer, Department Account**

Duration***-* Jan 2014 –December 2015**

**Job Responsibilities:**

* Cash Received bill from patient and Voucher Check, posting and Discharge
* Checkout monthly bank statement
* Checkout hospital product price quoation.
* Monitoring every bill copy on regular basis and etc.

Academic Details:

**Bachelors-University of Derby, England,**

Under of BAC Int. Study Center Dhanmondi Dhaka-1209,

**University- BAC International Study Center, Dhanmondi Dhaka-1209**

Major-**HRM**, Result-Merit/Distinction,

**School- West End High School, Azimpur Dhaka-1209,**

Major- Business Study, CGPA-3.94/5, Passing Year-2006

**College-AL Hera College Mohammadpur Dhaka**

Major-Business Study, CGPA-3.40/5, Passing Year-2008

Skill:

Management Skill, Communication Skill, Operation Management, Leadership, Customer Service, Problem Solving, Time Management

SPECIAL TRAINING:

**Successfully completed the following Professional certification Course:**

Personal Excellence & Leadership, **Organized by**: Youth programmer

**Name of Course** : Business Revert,

**Duration** : Two Days**,**

**Trainer** : Ashiqur Rahman.,

**Location :** BAC Int. Study Center,

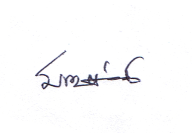
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| **Bengali**  **English** | Mother Tongue  Can Read, Write and Speak fluently | LINGUIESTIC PROFICENCY |

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| STRENGTH | * Excellent Ability to Communicate with all type peoples * Experienced in Working under Group Settings * Ability to Meet Tight Deadlines, under pressure * A Proven Team Player with Solid Team Leadership Abilities |

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| PERSONAL DETAILS | **Father's Name**  **Mother's Name**  **Date of Birth**  **Marital Status**  National ID No  Religion | Late, Ruhul Amin,  Tahera Begum  16th December 1988  Single  370 652 7102,  Islam |

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| Extra-Curricular Activities | * Participate many events like Science Fair, Olympiad, and Sports university campaign. * Debate High school debating teams are challenged to stay up-to-date with current news stories, government policies. * Organized many events and voluntary jobs * Sports Champion inter School |

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| **Mr. Ashiqur Rahaman Bhuiyan**  Assistant Professor & Head  **Business School of BAC**  House 28/B, Road 05  Dhanmondi, Dhaka  Cell: 01718 190 820  Email: ashiqur@bacbd.org | **A K M KAMRUL ISLAM MANDOL**  **BEXIMCO PHARMACEUTICALS LTD**.  Senior Brand Manager  19 Dhanmondi R/A, Road no. 7,  Dhaka-1205, Bangladesh  Cell Phone: +8801722-254995  E-mail: [riyad.1189@gmail.com](mailto:riyad.1189@gmail.com) | REFERENCES |



MD.MAHAMUDUL HASAN

**Signature:**