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| C:\Users\dohas\OneDrive\Desktop\Pic-2 (3).jpg | RESUME  OF  HASANUL MORSHED  MOBILE NO: 01685551130  E-mail:hmbd0007@gmail.com |

CAREER OBJECTIVES

I prefer a challenging environment where self-motivated activities are proper use of my qualifications and experiences. I determined also that all of official dailies works are completed with fully own efficiency, ability to carry out a wide variety of tasks. Prepared draft document/correspondence.

PERSONAL INFORMATIONS:

Name : Hasanul Morshed

Father’s Name : Late Mohammed Shahidulla.

Mother’s Name : Mrs, Monnujahan

Permanent/Present Address : House#1195 East Monipur, Mirpur, Dhaka-1216.

Date of Birth : 28/12/1977

Religion : Islam

Nationality : Bangladeshi by birth

Sex : Male

Marital Status : Married

ACADEMIC QUALIFICATIONS:

* Master of Social Sciences

Passed in 2013 Division obtained Second, Under the National University.

College Name: Govt. Titumir College, Dhaka.

* Bachelor of Arts

Passed in 2008 Division obtained Third, Under the National University,

College Name: Govt. Bangla College, Dhaka.

* Higher Secondary Certificate

Passed in 1994, Division obtained, Second, Under Dhaka Board.

College Name: Urea SarKarkhana College, Palash, Narsingdi

* Secondary School Certificate

Passed in 1992 Division obtained, First, Under Dhaka Board.

School/College Name Urea Sarkarkhana College, Palash, Narsingdi.

JOBS /WORK EXPERIENCES

* Organization : General Economic Division (GED), “Preparation and Monitoring of Medium Term Development Plans (7TH Five Year Plan)” Project.

Address : Planning Commission, Planning Ministry, Sher-E-Bangla Nagar, Dhaka.

Period : 1st January 2015 to 30June 2019

Position : Office Assistant cum Computer Operator

Duties and Responsibilities: Duties and Responsibilities are basically computer operating; file processing, set up, web browsing, dailies meeting, seminar, and conference arrangement. For the ‘Seventh five year plan’s purposes various document publishing etc. SDGs action plan had been establish by the concern of the UNDP and Government.

* Organization : Mission Group (Rimjhim Upashahar Ltd)

Address : Suit # B (9th Floor), Jabbar Tower, House-42, Road-135, Gulshan-1.

Period : 25 August 2013 to 31 December 2014

Position : Assistant Public Relation Officer.

Duties and Responsibilities: There are various function and duties in this organization. All of the activities are ensure the public’s interest like their plot and flat buying. The public related function is very important to us. Very efficiency is depends on it. The customers and sellers better relations are ensuring for their achievement. Most of our working agenda would be completed by the better assignment.

* Organization : National University.

Address : National University Complex Board Bazar, Gazipur,

Position : Lower Division Assistant (LDA)

Period : September 2004 to March 2012.

Duties and Responsibilities: Basically, various college educational processes like examination, admission, college education progress observe and drillings are the main output in my responsibilities. To process the annual examination result and observe the education situation over the colleges and various institutional organ.

* Organization : Palash Urea Fertilizer Factory Ltd.

Position : Front Desk Telephone Operator

Address : Palash , Narsingdi

Period : July 2002 to 2004.

Duties and Responsibilities: Exchanging the call, message exchange was also the function able. Responsive function had been completion along with very confidence. Heavy duties maintain and follow up the dial call which had been exchange to the employee.

* COMPUTER LITERACY: Microsoft Window &XP, MS Word, MS Excel, MS Power Point, MS Access, Net Browsing, E-mail, Operating Etc.
* LANGUAGE PROFICIENCY

Bangla : Mother Tongue.

English : Better

Hindi : Speak & Understand

Yours Truly,

**Hasanul Morshed**

9/07/2019

(Name/Signature & Date)