

Date:25<sup>th</sup> October,2022

The Manager ,  
Human resources (HR)  
Tradevision Ltd.  
House # B-141, Halim Villa, Lane # 22,  
New DOHS, Mohakhali,  
Dhaka-1206, Bangladesh

**Subject : Application for Senior Executive – Tender Sales.**

Dear Sir

I am applying for the Senior Executive – Tender Sales position and I am confident that you will find I meet most of the requirements in your posting.

I have a Master of Business Administration (MBA) in Finance and five years of experience working as a Assistant Manager (Business Development) with a well-known company in the area. I have acquired a lot of experience during this time that I would like to share with your company. I also have the ability and experience needed in government, non-governmental organization through e-GP portal and manual system tender source, documentation prepare and all other related works to ensure high quality bids and delivered in an organized, professional manner. Here i have included my resume along with reference for you to view.

I believe that after viewing my experience and skills that your will consider me as a applicant for this position.

Thanking you,

With Best Regards,



Md.Kamrul Hasan

## CURRICULUM VITAE OF

### Md. Kamrul Hasan

House no-93, Nogar Bari, Dakkhin Khan,  
Dhaka – 1230.

Cell # 01735-797402

E-mail :kamrul.hasan@mazzak-bd.com



#### Mailing Address:

H# 93, Nogoria Bari  
P.O- Dakkhin Khan  
P.S- Dakkhin Khan  
Dist.-Dhaka.

#### Permanent Address:

Vill- Motkir Char  
P.O- Ghorashal  
P.S- Muradnagar  
Dist.-Cumilla.

#### Career Objectives:

Intend to work in a challenging and competitive environment, where hard work, commitment, responsibilities & dignity are the steps to reach the highest level of a successful career.

#### Language Proficiency:

Proficient in both Bengali and English in oral and written.

#### Academic Qualification

M.B.A (Major in Finance)

Ahsanullah Science and Technology University

Result: **3.28**

Year of Passing: 2015

M.B.S (Major in management)

**National University.** ( Govt. Titumir College)

Result: 2<sup>nd</sup> class

Year of Passing: 2013

B.B.S (Hons)

Sub: Management

National University. (Govt. Titumir College)

Result: 2<sup>nd</sup> class.

Year of Passing: 2011

## Working Experience

- ⌚ Working as a Assistant Manager (Business Development, Tender Sales) at MAZZAK INTER-TRADE. From May 2017 to till now.
- ⌚ Worked as a Executive Officer at GH HAEWAE Company Ltd. From April 2016 to February 2017.

## Computer Skills:

- Microsoft Office Program (MS-Word, MS-Excel, MS-Power Point)
- Operating System: Windows (2007, 2008,2009,2010 )
- Internet Application.

Possess excellent academic background, updated knowledge, planning and organizing ability, skills to work in group approach, excellent proficiency in English language, have the ability to learn new tasks quickly and to overcome challenges through determination.

## Personal Information:

<b>Name</b>	<b>: Mohammad kamrul Hasan</b>
<b>Father's Name</b>	<b>: Mohammad Omar Faruk</b>
<b>Mother's Name</b>	<b>: Hosnara Begum</b>
<b>Sex</b>	<b>: Male</b>
<b>Date of Birth</b>	<b>: 25 May 1989</b>
<b>Home District</b>	<b>: Dhaka</b>
<b>Nationality</b>	<b>: Bangladeshi (by birth)</b>
<b>Religion</b>	<b>: Islam</b>
<b>Marital Status</b>	<b>: Single</b>
<b>Blood Group</b>	<b>: O+ (Positive)</b>

## Hobbies:

Social Works and helping humanities, listening music, Traveling, Reading newspaper, Playing Cricket.

## Declaration of Authenticity:

I do hereby that all information presented here are true to my knowledge. If required and where applicable, can be supported by appropriate authentic certificate papers.



Signature  
Md. Kamrul Hasan