



MEHEDI HASSAN



CONTACT

Mobile : +97471830025
Email : mehedi12mshp@gmail.com
Present Address : Doha, Qatar.



PERSONAL

Name : Mehedi Hassan
Father's Name : Abdul Momin
Mother's Name : Shahnara Begum
Permanent Address : Monohara, Lognoshar-3500, Barura, Cumilla.
Date of Birth : 15th November, 1998
Sex : Male
Marital Status : Married
Religion : Islam.
Nationality : Bangladeshi.
Passport No : A15722096
Visa Number : 362024188551
Blood Group : O+



CAREER OBJECTIVE

To excel in life by working in an organization that would give me the platform to exercise my managerial and leadership skills to the highest extent.



PROFESSIONAL SKILL

Office Management: MS Word, MS Excel, Power Point, Adobe Photoshop, Type Writing.
Browsing : E-mail & Internet.
Operating System: Windows 7, 8,8.1,10
Others: Installing CC Camera.



LANGUAGES



Bangla



English



Hindi



SOCIAL LINK

<https://www.facebook.com/mehedihassanshipon>



WORK EXPERIENCES

- **Organization Name:** Jhalam High School & College.
Duration: 16/10/2023 to 31/08/2024
Designation: Office Assistant Cum Computer Operator
Address: Jhalam Bazar, Barura, Cumilla, Bangladesh.
- **Organization Name:** Bank Asia Ltd.
Duration: 03/01/2023 to 10/10/2023
Designation: Assistant Cash Officer
Address: Jhalam Bazar, Barura, Cumilla, Bangladesh.
- **Organization Name:** Makkah Computer
Duration: 03/01/2019 to 30/12/2022
Designation: Sales Executive Cum Computer Operator
Address: Cantonment, Cumilla, Bangladesh



EDUCATION

BBA Hons (Bachelor of Business Administration)

Institution : Victoria College, Cumilla.
Department : Management
University : National University (NU)
Year : 2021
Result : 2.98 (Out of 4.00)

HSC (Higher Secondary Certificate)

Institute : Cumilla Govt. Commercial Institute
Group : Accounting (DIBS)
Board : Dhaka (DIBS)
Year : 2017
Result : 4.64 (Out of 5.00)

SSC (Secondary School Certificate)

Institute : Amratoli C. Ali High School
Group : Business Studies
Board : Cumilla
Year : 2015
Result : 4.39 (Out of 5.00)



OTHERS EDUCATION

Computer Education

Institution : Bangladesh Post Office
Course : Diploma in Software Application Course
University/Board : Postal Academy, Rajshahi
Year : 2023
Result : Completed



EXTRA CURRICULAR ACTIVITIES

- Good managerial ability.
- Dynamic & challenge driven.
- Committed, positive mind set sincere.
- Enthusiastic in challenging working field and decision making capability.
- Excellent negotiation and interpersonal communication skills.



HOBBY

- Traveling
- Reading books
- watching movies &
- Listening Songs
- Cooking.



TRAITS & SKILLS

- Able to handle pressure and motivate people in a positive way.
- Able to make friends quickly and get along with others.



DECLARATION

I, **Mehedi Hassan**, hereby declare that the above-furnished information is true to the best of my knowledge and belief.



SCAN QR CODE



(**Mehedi Hassan**)

Signature

Date: / /