



SULTAN MAHEDY HASAN



Permanent Address: Hasan Villa (2nd Floor), Old Malaria office Road, West Tekpara, Cox's Bazar – 4700.



01675838863



smhasan27@gmail.com

CARRER OBJECTIVE

To take up a challenging career and grows with honesty, loyalty, good relationship and best team player and translate my experience, knowledge, skills and abilities into value for the organization.

PERSONAL INFORMATION

Date of Birth: 27 April 1989
Birth Place: Cox's Bazar
Father's Name: Golam Hasan
Mother's Name: Mamtaz Begum
Gender: Male
Blood Group: B+ (Ve)
Height: 5'10"
Marital Status: Married
Religion: Islam
Nationality: Bangladeshi
National ID: 779 662 7755
Present Add.: Sultan Mansion 21 R/A,
(G.Floor) Panchlaish,
Chittagong, Bangladesh.

EDUCATIONAL QUALIFICATIONS

Masters of Business Administration (MBA)

American International University Bangladesh (AIUB)
Major: Supply Chain Management / Operation Management
CGPA: 3.39 out of 4.00 scale; Duration - 2013 – 2014

Bachelor of Business Administration (BBA)

American International University Bangladesh (AIUB)
Major: Human Resource Management (HRM)
CGPA: 3.23 out of 4.00 scale; Duration - 2008 – 2012

Higher Secondary Certificate (HSC)

Chittagong Metropolitan Commerce College
Subject: Business Studies
CGPA: 4.20 out of 5.00 scale; Duration - 2006 – 2007

Secondary School Certificate (SSC)

Zarailtoli High School, Cox's Bazar
Subject: Business Studies
CGPA: 3.50 out of 5.00 scale; Duration - 2004 – 2005

EXPERIENCE

Duration: (Jan 2017 – May 2019) 2 Year 5 Months

ANALYST, DOCUMENTATION

APL LOGISTICS LIMITED

Location: IIUC Tower, 9, Agrabad C/A (3rd Floor),
Chittagong, Bangladesh-4100

Duties & Responsibilities:

- ❖ Strategically plan and manage logistics, warehouse, transportation and customer services
- ❖ Organize and schedule procurements in a timely manner
- ❖ Liaise and negotiate with suppliers, manufacturers, retailers and consumers.
- ❖ Arrange warehouse, catalog goods, plan routes and process shipments.
- ❖ Keep records of products receive and coordinates delivery.
- ❖ Facilitate Vendor Education training program (VEP).
- ❖ Execution of export documentation requirements for shipments.
- ❖ Facilitate the shipping of products from one destination to another.
- ❖ All shipping documents archiving and Information System upgrades.

Duration: (Jan 2014 – Dec 2016) 3 Years

HR & ADMIN EXECUTIVE

VU MOBILE LIMITED

Location: Areeb Tower (5th & 6th floor), 48 Pragati Sarani,
Block-J, Baridhara, Dhaka -1212, Bangladesh

Duties & Responsibilities:

- ❖ Preparing or updating employment records related to Recruiting, transferring, promoting, and terminating.
- ❖ Explaining human resources policies, procedures, laws, and standards to new recruited and existing employees.
- ❖ Ensuring new recruiters paperwork is completed and processed
- ❖ Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks
- ❖ Providing support to roll out of Performance Management System, Training Calendar and on time execution of staff engagement.
- ❖ Maintain records of total Procurement- purchases, pricing, and other important data.
- ❖ Manage administrative support, supplies stock and place orders.
- ❖ Implement and monitor all logistics, HR and Admin systems in

KEY STRENGTHS

Loyalty	1	2	3	4	5
Team Work	1	2	3	4	
Learning agility	1	2	3	4	
Critical Thinking	1	2			
Problem Solving	1	2	3		
Stress tolerance	1	2	3	4	
Negotiation skills	1	2	3	4	
Communication Skills	1	2	3	4	5
Technological	1	2	3	4	

LANGUAGE PROFICIENCY

Bangla :	Mother Tongue, Fluent in Chittagonian and Rohingya languages as well.
English :	Fluent in both (Speaking, Reading & Writing). Capable to communicate with
Hindi :	good understanding.

HOBBIES & INTEREST

		
Photography	Painting	Novels
		
Travelling	Football	Cricket

APPLICATION INFORMATION

Available For : Full Time / Contractual
Preferred Job Category :
 Administration, HR Officer, Admin, Supply Chain & Logistics, Procurement, Distribution, Warehouse, Transport / Fleet Management, Documentation, Trainign Officer, Social Worker, Field Officer.

accordance with company procedures.

- ❖ Establish and maintain good relationship with service providers in accommodation, government relations and general service providers - ensuring effective service and delivery.
- ❖ Responsible to purchase furniture, office equipment, computers, vehicles/ motorbikes/bicycles, air condition and miscellaneous.
- ❖ Monitor and control fleet utilization on a daily/ regular basis with appropriate accountability.

TRAINING

Training Title : First Aid Training
Organized By: APL Logistics Limited, Chittagong, Bangladesh.
Duration : 10th April 2019

Training Title : Essential Training on MS Excel
Organized By: www.lynda.com
Duration : 25th Nov 2018

Training Title : Training on Supply Chain / Operation Management
Organized By: Hamdard Laboratories, Narayanganj, Dhaka, Bangladesh
Duration : 27th Mar 2010

Training Title : Red Crescent Youth Leadership Training Camp 2003
Department: Youth & Volunteers Department.
Organized By: Bangladesh Red Crescent Society, Cox's Bazar, Bangladesh.
Duration : 3-7th Sep 2003

COMPUTER PROFICIENCY

MS Office: Word, Excel, Outlook, Powerpoint.

Spreadsheets: Excel, Google Drive, Pivot tables, comparative analyses, link to database, macros, vertical lookups.

Email Communication: Mail merge, filters, folders, rules, archiving

Report Writing: Research, technical writing, journalism, MS Word, Google Sheets

Editing: Video editing, Audio editing, Slideshow, documentary Video making, Photo editing by Photoshop, lightroom and illustrator.

REFERENCES

Name: Abu Hasan Bhuiya	Mohammad Nurul Alam Shadekey	Hosna Ara Begum
Organization: APL LOGISTICS LIMITED	United Nation Children's Fund	UNHCR
Designation: Supervisor, Customer Service	UNICEF Bangladesh Education Officer	Protection Associate
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