

CURRICULUM VITAE
of
MD. MEHIDY HASAN
(Contact- 01795913381)



Objective:

To build up a career in an organization which provides excellent career opportunities & which would be the asset for my future career establishment.

Professional Experience:

Institute Name	:	CRC & SBS Textile Mills Ltd.
Location	:	43, Sreepur, Gazipur.
Designation	:	Admin Asst.
Department	:	HR & Admin.
Duration	:	11-09-2023 to Till Now.

Job Responsibilities:

- Manpower Recruitment & Selection.
- Personal File Prepare & Checking All Documents.
- Maintain Personnel File.
- ID Card & Appoinment Letter Issue.
- Maintain Resign & Lefty Letter.
- Prepared Factory Related All Notice & Circular.
- Local Purchase.
- Any Other Task Assigned by Management Authority.

Computer Skill:

- Microsoft Office Word (Bangla & English Compose)
- Microsoft Excel (General Work with page set up)
- Email Communication (Outlook)
- Adobe Photoshop (Image Editing with)
- Document Scanning with create PDF File.

Educational Qualification:

Bachelor of Business Studies (BBS)

Institute	:	Shahid Tajuddin Ahmad Govt. College
Board	:	National University
Group	:	Business Studies
Result	:	CGPA 2.85 out of 4.00
Passing year	:	2025

Higher Secondary Certificate (HSC)

Institute : Shahid Tajuddin Ahmad Govt. College
Board : Dhaka Board
Group : Business Studies
Result : GPA **2.17** out of 5.00
Passing year : 2020

Secondary School Certificate (SSC)

Institute : Kapalaswar High School
Board : Dhaka Board
Group : Business Studies
Result : GPA **2.72** out of 5.00
Passing year : 2016

Personal Information:

Father's Name : Md. Habibur Rahman .
Mother's Name : Shamima Akter .
Permanent Address : Vill: Boribari, P.O: Shohagpur, P.S: Kapasia, Dist: Gazipur.
Present Address : Vill: Boribari, P.O: Shohagpur, P.S: Kapasia, Dist: Gazipur.
Date of Birth : 05-06-1999
Nationality : Bangladeshi.
Religion : Islam.
Marital Status : Single
Sex : Male
Blood Group : O+ (ve)
Contact No : 01795-913381

Date:

Signature