

MD. Mehedi Hassan

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organized

Accounts & Administration professional with [6 years] of experience in financial management, office administration, and support functions. Skilled in maintaining accurate financial records, preparing reports, managing accounts payable/receivable, and supporting smooth office operations. Adept at coordinating with cross-functional teams, handling payroll, and ensuring compliance with company policies and regulatory requirements. Recognized for strong analytical skills, attention to detail, and ability to Streamline administrative processes to improve efficiency. Proficient in [list relevant software, e.g., MS Office, MS Excel, Office Management, HR systems, with excellent communication and problem-solving abilities. A hard-working with over Six years of Experience providing professional service in hospitality. I have received the Hospitality Skill Certification for Bartenders and I know how to make over Patient condition for hospitilety. Others Companys in my skills and knowledge can be leveraged to offer customers the highest quality of service. Administration & Maintenance & Admin Assistant: & Admin HR , Accounts Officer professional with 6+ years of experience in the hospital, Administration, sales, distributor management & team management.

Employment History:

(Total Year of Experience: 2 years)

- **Reception (2yrs.)**
(01-01-2020 - 30-12-2021)
(Al-Modina Hospital Pvt.)
Faridgoinj, Chaundpur-3650

Duties/Responsibilities

Reception Duties:

- **Front Desk Management:** Greet visitors, clients, and employees; provide assistance and direct them to the appropriate person/department.
- **Call Handling:** Answer, screen, and transfer phone calls; take accurate messages.
- **Visitor Management:** Maintain visitor logbooks, issue visitor badges, and follow security protocols.
- **Mail & Courier:** Receive, sort, and distribute incoming mail/packages; prepare outgoing courier.
- **Meeting Coordination:** Schedule meeting rooms, prepare materials, arrange refreshments, and ensure equipment is ready.
- **General Office Support:** Maintain reception area's cleanliness and professional appearance.
- **Supplies & Inventory:** Monitor and order office stationery, pantry, or reception-related supplies.
- **First Point of Contact:** Act as the initial contact for customer/client queries (in person, email, or phone).



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(Total Year of Experience: 2.9 years)

- **Maintenance Incharge & Admin Asst: & Admin HR (2.8yrs.)**
(30-01-2022 – 31-09-2024)

(Life General Hospital)

Faridgoinj, Chaundpur-3650

Duties/Responsibilities

Maintenance Duties:

- Plan and implement preventive maintenance schedules for machines, utilities, and building facilities.
- Ensure timely troubleshooting and repair of breakdowns to minimize downtime.
- Maintain records of maintenance work carried out.
- Supervise and guide maintenance staff, technicians, and contractors.
- Allocate tasks, monitor performance, and ensure adherence to safety standards.
- Provide training to staff on equipment handling and maintenance best practices.
- Monitor the condition of equipment, tools, and infrastructure.
- Ensure availability of spare parts and tools required for smooth operations.
- Coordinate with vendors for specialized repair and service contracts.
- Ensure compliance with company policies, safety standards, and statutory regulations.
- Conduct safety inspections and implement corrective measures.
- Maintain records related to fire safety, electrical systems, and emergency equipment.
- Prepare maintenance budgets and control costs effectively.
- Maintain detailed logs of machine downtime, repairs, and preventive actions.
- Suggest improvements for efficiency, reliability, and energy savings. Coordinate with production, operations, and management teams to schedule maintenance without disrupting work.
- Provide regular reports on equipment performance, breakdown trends, and maintenance status.
- Liaise with external agencies, service providers, and regulatory bodies when needed.

Duties/Responsibilities

Admin Duties:

- **Office Administration:** Maintain records, files, and databases (digital & physical).
- **Scheduling:** Assist with calendars, appointments, and travel arrangements.
- **Documentation:** Draft, proofread, and circulate memos, letters, or reports.
- **Event Support:** Assist in planning office events, training sessions, and meetings.
- **Compliance & Filing:** Ensure documents (contracts, agreements, licenses) are properly filed and accessible.



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- **Asset Management:** Track office equipment and ensure maintenance.
- **Expense Handling:** Support with petty cash management, reimbursements, and invoices.

HR Duties:

- **Recruitment Support:**
 - Post job ads, screen resumes, schedule interviews.
 - Assist in onboarding new hires (welcome kit, induction, paperwork).
- **Employee Records:** Maintain updated employee files and HR databases.
- **Attendance & Leave:** Track employee attendance, leaves, overtime, and prepare reports.
- **Policy Implementation:** Assist in communicating HR policies, rules, and regulations.
- **Payroll Support:** Provide necessary data (attendance, leaves) to payroll team.
- **Employee Engagement:** Help organize HR initiatives (birthdays, team activities, wellness programs).
- **Compliance:** Ensure HR documentation complies with labor laws and company policy.
- **Exit Formalities:** Assist in clearance, collection of assets, and exit interviews.

Accounts Officer & Admin HR
(01-10-2024- Continue)
Hospital Pvt.)
Chaundpur-3600.

(Rainbow
Misson Road,

Duties/Responsibilities

Accounts Officer Duties:

- **Financial Management & Bookkeeping**
 - Maintain accurate financial records and ledgers.
 - Handle accounts payable/receivable and petty cash.
 - Prepare vouchers, invoices, and receipts.
 - Reconcile bank statements and balance sheets.
- **Budgeting & Reporting:**
 - Assist in preparing budgets, forecasts, and financial statements.
 - Generate periodic financial reports for management.
 - Ensure compliance with accounting standards and company policies.
- **Payroll & Taxation:**
 - Process monthly payroll accurately and on time.
 - Calculate deductions (taxes, social security, etc.).
 - Ensure compliance with statutory regulations (VAT, Income Tax, etc.).
- **Auditing & Compliance:**
 - Support internal and external audits.



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- Maintain financial documentation for audit purposes.
- Ensure adherence to legal, financial, and regulatory requirements.

Admin & HR Duties *Duties:*

• **Human Resource Management:**

- Handle recruitment process (posting jobs, shortlisting, interviewing, onboarding).
- Maintain employee records (contracts, leaves, attendance, performance).
- Process employee benefits, training, and development programs.
- Manage staff grievances and disciplinary procedures.

• **Payroll & Attendance Management:**

- Maintain attendance system and leave records.
- Coordinate payroll input with accounts (if not already managed under accounts).
- Ensure statutory deductions (PF, ESI, pension schemes) are submitted.

• **Administrative Support:**

- Oversee office supplies, utilities, and general administration.
- Manage correspondence, filing, and documentation.
- Coordinate travel, meetings, and office logistics.
- Ensure workplace safety, hygiene, and compliance with labor laws.

• **Policy & Compliance:**

- Implement HR policies and ensure adherence.
- Keep up-to-date with employment laws and regulations.

• **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor Business Administration (BBA)	Accounting	Puranbazar Degree College, Chandpur	is in progress	2021-Continuing (4 th Year)	4 year
Higher Secondary Certificate (HSC)	Business Studies	Chandpur Gov't College	CGPA: 4.33 out of 5	2021 (Passed)	2 year
Secondary School Certificate (SSC)	Business Studies	Faridgoinj A.R Pilot High school	CGPA: 4.33 out of 5	2019 (Passed)	2 year



Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
M. Word	MS Word	Word for excellence	Bangladesh	Chandpur	2018	3 month
M. Excel	MS Excel	Excel for excellence	Bangladesh	Chandpur	2018	3 month

Personal Details:

Name : Mehedi Hassan.
Father's Name : Md. Monir Hossain.
Mother's Name : Sahanara Begum.
Date of Birth : 09-07-2021,
Nationality : Bangladeshi.
Religion : Islam.
Marital Status : Married.
NID / Birth Certificate No : 8262122495
Permanent Address : House/Holding: 107, Village/Road: Ka Chi Ya Ra, Post Office:
Faridganj - 3650, Faridganj, Faridganj Municipality, Chandpur.
Present Address : Same.
Mobile Number : 01797668489.
Email : mehedihasanmunna89@gmail.com

Reference

Name : LT. Shoyab Hossain
Organization : Puran Bazar Degree College



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Designation : Principal
Mobile No : 01816-800093
Relation : Teacher

Signature



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