

Mahade Hasan Prinon

Executive HR & Admin | Fast Learner | Excel Expert | Passionate Teacher | Skilled Communicator & Organizer
+8801686930854/ 01531958353 | mahadehasanprinon@gmail.com | Mirpur, Dhaka-1216.

Career Objective

An organized and responsible individual with an academic background in Public Administration from Jahangirnagar University. Experienced in human resource and administrative management through work as an Executive – HR and Admin at Standard Engineers Limited, where I developed strong communication, coordination, and leadership skills. Alongside this, I have been teaching Mathematics and Science subjects as a home tutor since 2018, developing the ability to explain complex ideas clearly and encourage analytical thinking.



Professional Experience

Executive HR and Admin | Standard Engineers Limited. | 1.08.2024- 30.09.2025

- Oversaw day-to-day operations of the head office and coordinated with multiple project sites to ensure smooth administrative workflow.
- Managed core HR functions including salary preparation, appointment, transfer, and increment letters.
- Maintained and updated employee records; handled site-related issues, documentation, and billing processes.
- Handled correspondence with government authorities (BIWTA, LGED, DCON) for compliance, approvals, and project-related communications.

Teaching Experience

Private Home Tutor | Self-employed | Dhaka | March 2018 – Present

- Teach Math, Higher Math, Physics, Chemistry, Biology, and English to students of Class 9–12, tailored to individual learning needs.
- Break Down complex topics through clear explanations and real-life examples to enhance student understanding.
- Foster analytical thinking and problem-solving skills to improve academic performance and exam readiness.
- Track student progress regularly and adjust teaching strategies to ensure continuous improvement.

Academic Background

- Master of Social Science in Public Administration – Jahangirnagar University | CGPA: 3.25 (2025) | 2022-23
- Bachelor of Social Science in Public Administration – Jahangirnagar University | CGPA: 3.12(2024) | 2019-2022
- HSC in Science – BCIC College | GPA: 4.42 (2017)
- SSC in Science – Monipur High School & College | GPA: 5.00 (2015)

Professional Certifications

- National Skill Standard Basic Certificate Course (360 Hours)
Bangladesh Technical Education Board
2025
Session: January – June (Exam held on 18–19 July 2025)
Institute: Prottasha Computer Institute, Jashore (Code: 33121)
Result: A+

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Projects & Campaigns

- Bangladesh Youth Social Leadership Programme, 2020, funded by USAID, Developed by NORC at the University of Chicago and New York University.
- Fostering Responsible Digital Citizen (FRDC)- DNET Lesson Learnt Seminar Programme 2023, Funded by Friedrich Naumann Foundation and Co-funded by European Union.
- Sustainability Workshop on Fostering Responsible Digital Citizenship to Promote freedom of expression in Bangladesh 2023. Funded by Friedrich Naumann Foundation and Co-funded by European Union.
- Advocacy Dialogue: Strengthening legal protection mechanisms for citizens on digital platforms 2023. Funded by Friedrich Naumann Foundation & Co-funded by the European Union.
- Workshop on University Students Attitudes on Whistleblowing: Awareness, Progress and Challenges of Implementation at the Public Sectors in Bangladesh 2023.

Volunteer Experience

- Turtle Reserve Alliance, Bandarban | 20–27 November 2019
Assisted in studying tortoise behavior and breeding patterns, contributing to wildlife research and conservation efforts.

Skill Highlights

• Soft Skills

Proficient in MS Office – Word, Excel, PowerPoint | Fluent typing speed in English | Adobe (Photoshop, Lightroom, Premiere, Bridge)

• Personal Skills

Organizational & Administrative | Communication & Interpersonal | Analytical & Problem-Solving Ability

Personal Information

- Father's Name: Md. Mohoshin
- Mother's Name: Parul Akter
- D.O.B: 11 August 2000
- Gender: Male
- Height: 6 ft.
- Marital Status: Single
- Nationality: Bangladeshi
- Religion: Islam
- Permanent Address: House-75/1, Village- Joyra, P.O- Manikgonj Sadar-1800, Manikgonj Paurashava, Manikgonj.
- Present Address: Residential flat for govt. officers, Proshika Mor, Shiyalbari Mor, Section-6, Mirpur, Dhaka-1216.
- Blood Group: O+

References

Nurmohammad Sobuz

Deputy General Manager, HR
Standard Engineers Ltd.
E-mail: n.sobuz@sel.group
Mobile: +880 1727-194497

Manir Uddin Sikder

Associate Professor
Dept. of Public Administration
Jahangirnagar University
E-mail: manir.hossain794@juniv.edu
Mobile: 01723802014