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- 🏠 Adarsha Sadar, Cumilla

MD Imam Hasan

SUMMARY

With a solid background in customer service and exceptional communication skills, I specialize in fostering strong client relationships. My organizational expertise and problem-solving abilities contribute to seamless and efficient operations. Highly adaptable and a fast learner, I am dedicated to providing outstanding support in every endeavor.

Skills:

- Strong communication & interpersonal skills
- Proficient in Microsoft Office
- Empathetic, client-focused approach
- Case management & assessment skills
- Quick adaptability & learning
- Effective team leadership & management
- Understanding of financial principles & data analysis

Language Proficiency:

- Bengali:
Native / Fluent
☒ Verbal & Written
☐ Advanced Understanding
- English:
Fluent
☒ Verbal & Written
☐ Advanced Understanding

EDUCATION

- **Bachelor of Business Administration (BBA) in Management**
National University | CGPA: 2.81/4.00 | 2022
- **Higher Secondary Certificate (HSC) in Science**
Kalikapur Abdul Matin Khasru Govt. College | GPA: 4.33/5.00 | 2017
- **Secondary School Certificate (SSC) in Science**
Majhigaacha A. Zaman High School | GPA: 4.67/5.00 | 2015

WORK EXPERIENCES

- **Executive Member** | Management Club, Department of Management, Comilla Victoria Govt. Degree College | **January 2023 – December 2023**
Organized **Management Fest** and contributed to various club activities

TRAINING AND WORKSHOPS

- **PowerPoint Mastery & Presentation Skills** | Management Club | **August 2022**
- **Computer Office Application** | Bangladesh Technical Education Board (BTEB), Dhaka | **July – December 2021**