

Mehedi Hasan Shoekut



75/A Shehora D.B Road (K.B Tower, Flat#3A), Mymensingh - 2200



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Career Objective:

A highly motivated and analytical Economics graduate with Bachelor and Master of Social Science degrees, seeking to build a dynamic career across banking, multinational corporations, NGOs, and the private sector. Brings practical frontline experience in a reputed private hospital, with strong capabilities in client service, communication, and operational coordination in fast-paced environments. Possesses solid analytical thinking, problem-solving ability, and a strong commitment to professionalism and integrity. Eager to contribute to organizational growth by enhancing operational efficiency, improving customer experience, and supporting strategic business objectives in a performance-driven environment.

Educational Background:

Exam Title & Major	Institute	Result	Passing Year
MSS Economics	National University	Average CGPA 3.19 out of 4.00	2022
BSS Economics	National University	Average CGPA 3.03 out of 4.00	2021
HSC Business Studies	Shahid Syed Nazrul Islam College	GPA 4.67 out of 5.00	2016
SSC Business Studies	Mukul Nekaton High School	GPA 5.00 out of 5.00	2014

Experience:

Sodesh Hospital (Pvt.) Limited:

Receptionist

May, 2024 – August, 2025

- Managed front-desk operations, handling client interactions with professionalism and efficiency.
- Maintained accurate records and documentation, demonstrating attention to detail and organizational skills.
- Coordinated with staff and management to ensure smooth daily operations and workflow.
- Responded to client inquiries, providing clear information and resolving issues promptly.
- Handled confidential information with discretion, maintaining trust and compliance standards.
- Processed payments, maintained records, and supported financial documentation tasks.
- Developed strong communication and interpersonal skills through consistent client engagement.
- Supported administrative tasks, including reporting, filing, and office coordination.

Interests:

Photography | Travelling | Social work | People Management

Extra-Curricular Activities:

- Member of **Volunteer for Bangladesh (VBD)** Mymensingh District.
- Member of **Badhan** – A Voluntary Blood Donor Organization Ananda Mohan University College.
- Former Member of **Prothom Alo Bondhushava** Ananda Mohan University College.
- Former Filed Volunteer of **Project “HARMONY”** by UN WOMEN.
- Former Indirect Volunteer of **Project “White Dove”** by UN WOMEN.

Skills & Attributes:

Soft Skills:

Tactic in teamwork, Effective communicator, Negotiator, Organized personality, Decision maker, Critical Thinker.

Computer Skills:

Good working efficiency at MS Package (MS word, MS PowerPoint, MS Excel), Adobe Package.

Linguistic Skills:

Have sound working efficiency of reading, writing, speaking & listening in Bangla & English both.

Training, Workshop & Seminar:

- Driving with Automation (National – International Driving) by TTC Mymensingh.
- Interview Hacks by JKKNIU Career Club.
- Basic Computer Operation by NTC Mymensingh.
- Basic Excel by CodersTrust.
- PowerPoint Basics by 10 Minutes School.
- Fundamentals of Digital Marketing by Google Digital Garage.

Personal Details:

Father's Name: Md. Azizul Haque

Mother's Name: Momotaz Begum

Date of Birth: 05th March, 1999

Nid No: 5555154177

References:

Nur-E-Abir Sowrove
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