

Md. Mehedi Hasan

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Address: 74/7, (5th Floor) South Bishil,
Mirpur, Dhaka-1216



Summary

A highly astute, energetic, and team-spirited financial analyst graduate seeking a position to meet and exceed an organization's goals and objectives. Adept at working as part of a cross-functional team or independently. Communicates effectively with all levels of an organization.

Skill Highlights

- Strategic Financial Planning
- Financial Forecasting
- Microsoft Office Proficiency
- Data Analysis and Reporting
- Budget Development
- Process Improvement

Soft Skill

- Research
- Reporting
- Customer Service
- Quality Assurance
- Risk Management
- Reporting
- Collaboration
- Documentation
- Written Communication
- Problem Solving
- Multi-tasking
- Team work

Training Course

- **Advanced Office Management:** Dewan ICT – 2021, Duration of six months.
- **Digital Marketing with Shopify Drop Shipping:** Webcoder IT-2022, Duration of three months.
- **Shorthand writing:** Dhaka Multilingual Shorthand Training Center.

Passions

Empowering Global Communities

Passionately involved in volunteer work that supports financial literacy in under developed regions.

Experience

- **Finance Assistant cum Computer Operator** – 1st February 2014 to 31st December 2023.

Project Name: Hoar Infrastructure and Livelihood Improvement Project (HILIP), Founded by International Found for Agricultural Development (IFAD)

Organization Name: Local Government Engineering Department, Sher-e-Bangla Nagar , Agargaon, Dhaka-1207.

- Maintain all types of administrative and financial records.
- Proper maintenance of cashbook register.
- Prepare by monthly progress report, quarterly report & yearly report.
- Drafting and disbursement of all types of official letter.
- Proper material requisition list.
- Maintenance of stock register.
- Record keeping of updated information of official documents.
- Checking and preparation of monthly report of stock and inventory.
- Collect bank statement and prepare reconciliation if needed.
- Preparation and preservation of all sorts of official document related to administration.
- Monthly report preparation for stock and inventory.
- Responsible for bills and vouchers of all expenses.
- Assist in different types of training by providing logistic supports at upazilla level.
- Responsible for smoothly conduction of monthly meeting.
- Responsible for adjustment of training budget.
- Responsible for overall logistic and financial support.
- Check bills receive form BUGs and LCS groups before recommending them for payment.
- Checking other bills before recommending them for payment.
- Maintaining petty cash book, supporting vouchers, etc.
- Preparing reimbursement statement for petty cash.
- All kinds of computer support/data entry on the instruction of the UPC. Have the responsibility to operate the computer with full knowledge of MS office package, emailing, networking, basic hardware management and networking.
- Maintenance of attendance and leave records for upazilla project office.
- Any other task assigned by Project Director.

- **Office Assistant cum Computer Operator** – 15th January 2024 to till now.

Project Name: Bagerhat District Rural Infrastructure Development Project Founded by GoB.

Organization Name: Local Government Engineering Department, Sher-e-Bangla Nagar , Agargaon, Dhaka-1207.

- Record keeping of updated information of official documents.
- Preparation and preservation of all sorts of official document related to administration.
- electronic-Project Management Information System (e-PMIS) Administration.

- iBAS++ (Integrated Budget and Accounting System), the Financial Management Information System for Government of Bangladesh by administration.
- All kinds of computer support/data entry on the instruction of the DDO. Have the responsibility to operate the computer with full knowledge of MS office package, emailing, networking, basic hardware management and networking.
- Prepare by monthly progress report, quarterly report & yearly report.
- Maintain by docket, memo, file movement & courier register.
- Controlling by project webmail.
- Computer Operation.
- Help Desk Support.

Education

Master of Business Administration (MBA): **Finance & Banking – 2019**

National University at Mirpur Collage.

Bachelor of Business Administration (BBA): **Finance & Banking – 2018**

National University at Mirpur Collage.

Personal Information

Father's Name : Md.Mahabub Alam
 Mother's Name : Mowbasara Begum
 Date of Birth : 4th July, 1994
 Place of Birth : Dhaka
 Religion : Islam
 Marital Status : Married
 Permanent Address : Village: Nischintapur, P.O: Hirapur, Thana: Chatkhil, District: Noakhali.

References

Name : Md. Mozammel Hoque
 Organization : Local Government Engineering Department (LGED)
 Designation : Project Director
 Address : HILIP, LGED, Sher-e-Bangla Nagar, Agargaon, Dhaka-1207.
 Mobile : 01715-064563
 e-Mail : pdhilip@lged.gov.bd
 Relation : Professional

I certified that all the information stated in this resume is true and complete to the best of my knowledge. I authorized the respective authorizing to verify the information provided in the resume.

(Md.Mehedi Hasan)