



MD RIPON MIA

@ mdriponhasan432@gmail.com

01974737595

Siddiqia Jama Masjid, South Azampur, Dakshin Khan, Dhaka-1230, Ward No. 50, Bangladesh

<https://www.linkedin.com/in/md-ripon-hasan-b6254b211>



OBJECTIVE

Experienced professional with focus on reliable and timely message delivery. Ensures smooth communication flow by leveraging strong organisational skills and attention to detail. Consistently prioritises tasks to meet deadlines and maintain confidentiality.



PERSONAL DETAILS

Date of Birth : 14-04-1997

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : Islam

Gender : Male



SKILLS

Skilled in team coordination, target achievement, and client relationship management.

Skills Technical Skills: ·Proficient in MS Office Suite:MS Word,Excel,PowerPoint,and Access.

·Expertise in internet research and efficient browsing techniques.

killed in operating customer relationship management (CRM)software. · Professional Skills: ·Sales and marketing expertise. ·Strong social media and communication skills. ·Team management and problem-solving abilities. ·Tele marketing and B2B and B2C



REFERENCE



EXPERIENCE

December -2025 -
Running

Front Desk Bangladesh Ltd
(CHT) -

MIEZ,Tipordi,Sonargaon,
Narayanganj ,
Jr,Operator (Messenger)

Strong communication
skills Office
document handling &
delivery
Time management &
punctuality.

Ability to work under
pressure Honest,
responsible &
hardworking.

Teamwork & positive
attitude

March-2020 -
December-2024

Asset development &
Holding company ltd -
Shaista Khan Avenue sector :4
Uttara,

Executive manager
Strong leadership ability with
the goal of becoming an
Executive Manager in
office operations.

Capable of
managing teams, handling
administrative tasks, and
supporting business
decisions.

Md Nayem - Beximco Pharmaceutical Company Ltd.

Senior Assistant, Beximco Pharmaceutical Company Ltd.
amd311558@gmail.com
01631837067

Sumon Kumar Saha - International Trading Company Ltd

Accounts Manager
tasifhasan243@gmail.com
01718211781



LANGUAGES

Fluent in Bengali and proficient in English (Reading, Writing, Listening).



ACHIEVEMENTS & AWARDS

Recognized for excellence in customer service and facility management. Overcame personal and professional challenges to achieve significant career milestones.

February -2028 -
August -2019

Impel Service Solution Company Ltd. - Uttara sector

:4,Road :7,Dhaka-1230,
Team manager

Developed action plans for continuous process improvement initiatives.

Provided

consistent leadership to maintain high levels of team performance and satisfaction.

recognising and rewarding exceptional work.



EDUCATION

2020

National University
M.S.S (Preliminary) in Political Science Political Science
270

2019

Uttara town College & University
B.S.S (Bachelor of Social Science) Social Science
3.08

2016

Karimganj poura model College
H.S.C (Higher Secondary Certificate) Business studies
3.08

2013

Karimganj poilt high school
S.S.C (Secondary School Certificate) General machines
5.00



ADDITIONAL INFORMATION

Good communication and interpersonal skills
Experienced in office document delivery and handling
Strong time management ability
Basic computer knowledge
Physically fit and able to work in field