



# MEHEDI HASAN

Customer Representative

✉ Mh999962@gmail.com

☎ 0564386762

📍 Nadishia, Abu Dhabi.

## SKILLS HIGHLIGHTS:

### **Key Skills**

### TECHNICAL IT SKILLS

Microsoft office,  
Net Beans,  
Dreamweaver, PyCharm,  
code Blocks, Visual  
Studio, Notepad,  
Sql Server,  
Oracle, xampp, wampp,  
Digital marketing, MySql Etc.

### LANGUAGE SKILLS

C, C++, JavaScript, java  
swing, python, php, my SQL, Html  
and CSS.

### LANGUAGE:

- ❖ ENGLISH. (fluently)
- ❖ HINDI. (fluently)
- ❖ BANGLA.(fluently)
- ❖ ARABIC. (Fluently)

### SOFT SKILLS:

- ❖ Communication.
- ❖ Teamwork.
- ❖ Flexibility
- ❖ Confidence.

### REFERENCE:

#### Reference-1

**Mohammad Rashid**  
**General Manager**  
**National Exchange. Abu Dhabi.**  
**Phone: 0526425412**

#### Reference-2

**HAREESH.S. KURUP**  
**General Manager**  
**Global Exchange, Abu Dhabi**  
**Phone: +971554311021**

## Career Summary:

Customer service oriented, self-motivated and caring receptionist with extensive experience in resolving conflict with customers. Through and attentive to details in all professional matters. Proficient in record-keeping software as well as Microsoft office.

## Experience:

### **Cashier/ Customer service**

**MoneyGram Exchange, Bangladesh- 01/19 - 12/20**

- ❖ Also successfully managed information like tenant complaint with 100% accuracy.
- ❖ Handle incoming and outgoing calls with an overall tenant and visitors satisfaction.

### **Cashier/manager/customer service**

**Grameenphone limited. Sim operator company  
Bangladesh"- 02/20 - 04/22**

- ❖ I worked in a Grameenphone operator and successfully managed information using Microsoft office software, including check-in and check-out the Customer with 100% accuracy.
- ❖ Also successfully managed information like customers complaint with 100% accuracy
- ❖ Handle incoming and outgoing calls with an overall customers satisfaction.
- ❖ Greeted Customers and customers signed them in and directed them to their destination.
- ❖ Perform in all section as a cashier and also a manager.

## Education:

- ❖ National University, Gazipur Bangladesh  
Bachelor of arts in political science 2020
- ❖ Cumilla government College, Cumilla Bangladesh.  
Business studies H.S.C - 2016
- ❖ Mudaforganj A.N High School And College. Cumilla  
Bangladesh. Business Studies S.S.C - 2014

## Personal Information:

### **Visa Status resident ( for two years)**

- ❖ Name: mehedi hasan
- ❖ Nationality: Bangladesh
- ❖ Issuing date: 02/08/2023
- ❖ Expire date: 01/08/2025

## No Objection Certificate.

- ❖ Noc paper given to me.