






## CONTACT

-  0567947271
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## EDUCATION

BACHELOR OF SOCIAL SCIENCE IN ECONOMICS AND BANKING (2.82/4)  
International Islamic University Chittagong  
2019

HIGHER SECONDARY CERTIFICATE IN BUSINESS STUDIES (3.60/5)  
Raojan College  
2013

SECONDARY SCHOOL CERTIFICATE IN BUSINESS STUDIES (4.50/5)  
Raojan Arjya Moitra Institution  
2011

## SKILLS

- Office Management
- Leadership
- Strategy
- Analyzing
- Problem-Solving
- Time Management
- Team Work
- Strong Communication

# Wahed Hasan

Admin Officer

## PROFILE

To work as a responsible team member as well as an individual worker in a challenging environment interacting with the best to develop my potential and add value to the organization.

## EXPERIENCE

### ADMIN OFFICER

#### Karnafully Shipping & Trading Ltd.

Karnafully Estate, 1363/A, Strand Road, Chattogram, Bangladesh.  
May 2021 - January 2024

- Greeting and directing visitors answering phone inquiries and handling complaints in a courteous professional manner.
- Ensuring the confidentiality and security of files and filling systems, prepare regular report on expenses and office budgets.
- Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept currents of necessary company news and information.

### SALES INCHARGE

#### Abul Khair Consumer Goods Division (BSC - Institution).

Ruby Gate, Nasirabad, Chattogram, Bangladesh.  
January 2020 - January 2021

- Creating new customers and advertising on new and existing products.
- To maintain daily ledger, collection due from client and deposit the client collection to the bank.
- Planning and directing the hiring and training of new Sales Representatives.

### CUSTOMER SERVICE EXECUTIVE

#### NRBC Bank Limited

O R Nizam Road Branch, Chattogram, Bangladesh.  
May 2018 - June 2019

- Assisted with the general accounting support.
- Worked with customers handling the daily transactions.
- Provide debit card, credit card services as applicable.