

Hasibul Hasan Rihad

Date of Birth : 01.09.1998
Address : House 41/10, Block-F, Johari Mohalla,
Shyamoli, Mohammadpur, Dhaka-1207.
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Phone : +8801568393239
Nationality : Bangladeshi
Blood Group : O+(ve)



Curriculum Vitae

Profile

To work in a challenging and competitive professional environment requires a sense of responsibility, commitment, hard work and focus on a profession with potential avenues for learning growth.

Education

- 2019 - present** **Bachelor of Science (Honors). At Mohammadpur Central College.**
Under Graduation target: BSc in Geographical and Environment
- 2018** **Higher Secondary Certificate (H.S.C), At Mohammadpur Govt. College**
Group : Science
Result : 3.00 GPA
- 2016** **Secondary School Certificate (S.S.C), At Badshah Faisal Institute**
Group : Science
Result : 4.28 GPA

Experience

- **Alesha Mart LTD.**
Designation : Customer Service (7 Months Running)
Responsibilities :
 - *Attending Inbound & outbound calls.
 - *Taking feedback from past clients.
 - *Maintain up-to-date records of all inquiries.
 - *Forwarding complaints to the concern team.
- **Active Management Care Agency**
Designation : Team Leader (CPV) (1years)
Responsibilities :
 - *Update feedback/comments for deals in file based on outcome verifications.
 - *Maintain a daily MIS of all cases for which CPV attempted in order to share with the manager.
 - *Analysis of personal financing and basic product program Proposals.
 - *Suggest policy/procedural changes or recommend process improvements.

Computer Skills

- **Application Package:** Microsoft word,Excel,Powerpoint,Canva,Wix,Python2
- **Operating System** : Windows 7,8.1,10,Linux

Other Skills :

- **Team Building**
- **Communication**
- **Innovation**
- **Creative**
- **Quick Learner**
- **Honest**
- **Friendly**

Language Proficiency :

- **Bengali:**well up in speaking , reading ,writing and listening
- **English:** well up in speaking , reading ,writing and listening

Hobby :

- **Cycling, Boxing, Running, Climbing, Traveling, Mountaineering**

Personal Profile :

- **Date of Birth** : 1st Sept. 1998
- **Father Name** : Md. Abdul Hannan
- **Mother Name** : Afroza Khanom
- **Nationality** : Bangladeshi
- **Religion** : Islam
- **Gender** : Male
- **Marital Status** : Single
- **Blood Group** : O+ve
- **Present Address** : 42/7,P.C Housing, Shyamoli
- **Permanent Address** : Vill:Baniapara ,Post:Panchagarh ,Dist:Panchagarh.

Signature:

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