

# Resume of MAHADE HASSAN

Email: mahadehassan1986@hotmail.com



## Personal Details

DOB: 05 DEC 1986

Nationality: Bangladeshi

Religion: Islam (Sunny)

Status: Married

Passport No: BE0024568

EXPIRY DATE: 23/12/2019

Visa: Residence (Cancelled)

Sponsored: Modern Building Maintenance Co. L.L.C (MBM)

## Mobile

+880 1714360 162 (BD)

IMO: +880 1714360 162

## Email

mahadehassan1986@hotmail.com

## Strengths/Skills

- Strong inter-personal and communication skills

## Abride

Having (Sales Marketing's & Soft services) experience with marketing capacity. With strong leadership skills in managing teams to drive for results as well as time management skills, problem solving, reasoning, motivating, organizational and training abilities.

## Career Graph

- ❖ Career spanning 6 years of UAE experience in House Keeping / Soft Service Supervision (Cleaning, waste management, pest control etc) in Shopping Mall/ Corporate Buildings / Government Sector.
- ❖ Well experienced in all aspects of cleaning and housekeeping operations. Expert in new site mobilizations, setting up cleaning procedures and schedules, manpower and material planning.
- ❖ Very good exposure in managing cleaning/soft service functions within Facilities management platform.
- ❖ Proven track record in delivering high quality soft/support services as per SLA and KPIs and within the existing health safety and environmental guidelines.

## Job Experience

- Assistant Manager at the National Daily Share Biz printed version, BSEC Bhavan, Karwan Bazar, Dhaka from 2017- 2019
- Facilities Supervisor at Mailing Section of Union National Bank with ETA Group of companies (MBM) model Buildings Maintenance Facilities Management Abu Dhabi (2010 - 2016)
- Sales Executive with DX-MAX Multinational Company USA (Granton Bangladesh, Kamal Atturk Bhabon, Banani, Dhaka) 2008 - 2010

## Job Profile- Assistant Manager - Daily Share Biz

2017 to 2019

- Marketing the Advertisement sector, News and Client Dealings.
- Organized, lead, monitor and control own subordinate.
- Forecasting monthly sales/production target, plan and execute for achievement.
- Manage existing & new potential customers by personal sales visits, using face to face contact to provide a personal service.
- Market visit, client hunt, creating market opportunity.
- Regular follow-up with existing / potential clients.

## Job Profile- Supervisor (MAIL MANAGEMENT CENTRE)

29<sup>th</sup> August 2010 - 24<sup>th</sup> February 2016

Union national Bank - H/O, Abu Dhabi, UAE (Outsourced under MBM)

- Assisting mailing machines process for sent customers.
- Attending all the mail deliveries and general queries for internal staffs and branches.

- ▣ Highly adaptable and self motivated to learn new concepts
- ▣ Perseverance and integrity to work
- ▣ Strong team player
- ▣ Willing to relocate and travel
- ▣ Professionalism and Respect
- ▣ Lawfulness and Justice
- ▣ Accountability and Integrity
- ▣ Foresight and Innovation

- Coordinating with all the branches to streamline the correct and fast deliveries.
- Handling all the external and internal deliveries and maintain the records as well for future references.
- Assisting the associates in the daily tasks.
- Reviewing and taking care of all the registered posts, inward courier and outward packaging services such as EMPOST, DHL, FED EX, ARAMEX, TCS, TEAM EXPRESSES, UPS & SKY COM Courier service.
- Using LOTUS NOTE, EMS, AMS.

#### Job profile- Sales Executive DX - MAX Multinational Company Bangladesh

*3<sup>rd</sup> February 2008 - 18<sup>th</sup> August 2010*

- Researching Clients and Markets;
- Liaising with clients, other agency staff and external suppliers of goods and services;
- Developing ideas for promotional marketing campaigns;
- Reporting to the account manager;
- Briefing other agency staff, such as creative teams and production departments;
- Writing and proofreading promotional marketing copy;
- Monitoring the progress of work and producing status reports;
- Compiling budgets and costing supplies and projects;

#### Education

- Higher Secondary School Certificate, Donia University College, Dhaka, Bangladesh.
- Secondary School Certificate from Matuail High School, Dhaka Board, Bangladesh
- Bachelor of business studies from national university.

#### Computer Literacy

Familiar with a variety of software including WordPerfect Office, Microsoft Office, Lotus 1-2-3, FoxPro and Excel. Proficient in web development with various programs including HTML coding, Dream Weaver, Cold Fusion and Hot Metal Pro include DHL Easy Ship v5.3, ARAMEX ClickToShip, FedEx Ship Manager Software courier, AMS & EMS.

#### Declare

All the details given are true and contain proofs for the same. All testimonials will be presented at the time of personal interview.

#### Languages Known:

English  
Urdu  
Hindi  
Bangla  
Common Arabic terms