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SHAKIL HASAN

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Career Objective:

With more than two years of working experience, I believe I can assist a company to its greater goals while pursuing and securing a management position through my hard work, expertise and dedication.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Technical Data Assistant (November 1, 2018 - Continuing)

Terre Des Hommes

Company Location : Cox's Bazar

Department: WASH

Duties/Responsibilities:

• Ensuring proper update of the database, as well, as collecting specific information from the field when necessary.

• Ensure proper use of the monitoring tools and improve WASH monitoring system with the support of PM and M&E department.

• Reporting to WNC and WASH PM about activity progress on time through relevant databases.

• Design, follow-up, and update HR-database.

• Design, follow-up of Monitoring Tools through KoBo.

• Staff training on KoBo forms.

• Revision of Officer documentation.

• Support WASH PM and WNC on camp GAP analysis, as well, as the WASH weekly meetings.

2. Data Clerk (October 1, 2018 - October 31, 2018)

Terre Des Hommes

Company Location : Cox's Bazar

Department: WASH

Duties/Responsibilities:

• Providing support in the various CP team functions, which is Data entry, representation of data, staff training on database, site management database, staff attendance, and documents preparation.

• Gather all relevant data currently located in different databases/software programs and ensure accurate inputting of data archive from various sources into the database.

• Co-ordinate with the Program Manager or Program Officer on regular basis on target progress, technical and organizational level continuous mapping of current interventions achievements and sector actors per region.

3. IT Executive & Management (November 1, 2017 - September 29, 2018)

Exsive Sourcing

Company Location : Uttara

Department: Management

Duties/Responsibilities:

- â Monitoring project progress and ensuring delivery within the deadline.
- â Take decisions on project management and assigning team to projects.
- â Establishing and maintaining contact with potential client, after the marketing department successfully schedule a meeting.
- â Recruiting & managing IT employees, both full-time and contractual.
- â Research on new marketing trends and products for the Affiliate Niche department.
- â Regularly check and guide the Affiliate content development team.

4. Data Analysis Associate (December 26, 2016 - October 5, 2017)**Adiva Graphics (Catalyst Solution)**

Company Location : Baridhara

Department: Data Analysis, Research & Visualization

Duties/Responsibilities:

- â Proficiently handle data heavy charts and confidential financial reports.
- â Visualizing incorporated data as required.
- â Checking and testing survey programs as making a listed report about all the findings.
- â Work with management officials remotely and physically on increasing daily output.
- â Research and solve problems related to data redundancy.
- â Overseeing work progress and client's financial reports that has already been processed in the company.
- â Reporting to the management about overall situations and progress of the projects.

5. IT Support & Assistant Programmer (July 1, 2015 - December 5, 2015)**One Up Group**

Company Location : Gazipur

Department: Programmer & Management

Duties/Responsibilities:

- â Uploading programs and retrieving data from manufacturing machinery.
- â Update & Maintenance of Applications.
- â Jacquard Section Production & Administrative Management.
- â Hiring, recruiting personnel and verifying reports about production & machineries.
- â Regular visit to Factory offices and report to Head Office on product inventory status
- â Work with factory officials remotely and physically on increasing daily output.
- â Organize regular meetings/ draft meeting minutes. Share with relevant parties/colleagues.
- â Oversee work progress and financial outputs of all the concerns and report to Director or Managing Director.
- â Participate in the meetings with management committees of different concerns and take meeting minutes.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelors Of Science	Computer Science & Engineering	Ahsanullah University of Science and Technology	CGPA:2.7 out of 4	2013	4
HSC	Science	Chittagong Cantonment Public School And College	CGPA:4.6 out of 5	2009	-
SSC	Science	Chittagong Cantonment Public School And College	CGPA:5 out of 5	2007	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Mobile Application Development (Android)	Eclipse, JAVA, Android Studio	bdjobs Training Facility - Affiliated to Bangladesh ministry of ICT	Bangladesh	Dhaka	2016	3 months

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 20,000
Preferred Job Category : IT/Telecommunication, NGO/Development
Preferred District : Cox"s Bazar, Dhaka
Preferred Organization : Manufacturing (FMCG), IT Enabled Service, NGO
Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Microsoft Excel• MS Word/ Excel/ PowerPoint/ OneNote• Data Analysis• Management Research	<p>• Knowledge and experience of working with Java, Wordpress, SQL, Visual Basic.</p> <p>• Proficient with Microsoft Office Suite (Word, PowerPoint, Excel).</p> <p>• Good analytical and research skill.</p> <p>• Work well in team as well as independently.</p> <p>• Strong interpersonal skills developed through educational, professional and volunteer experiences.</p>

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Md. Nazmul Hossain
Mother"s Name : Shamim Ara Begum
Date of Birth : January 27, 1992
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House #03, Road #02, Sector #10, Uttara Model TwonTSO, Uttara, Dhaka 1230
Current Location : Cox"s Bazar
