

Md. Abid Hasan

IT & Management Professional

Sylhet-3100, Bangladesh

+880 1968-172023 | abid.hasan2k2@gmail.com

[LinkedIn](#): abid-hasan2k2 | [Twitter](#): abid_hasan2k2 | [Portfolio](#): theabid.com

PROFESSIONAL SUMMARY

An IT and management professional with practical experience in **office operations and administrative management, event planning and coordination, land documentation and management, and tax-related compliance activities**, along with daily operational support, project coordination, and ERP/MIS reporting. Experienced in managing system-based workflows, documentation, and cross-functional operations to ensure organized, compliant, and timely execution. Brings a structured and detail-oriented approach to operations, reporting, and process improvement, with a strong focus on supporting data-driven decisions in corporate, garments, and large-scale organizations.

WORK EXPERIENCE

Co-Founder & CEO

Kerno Studio

- Managed day-to-day business operations and IT-related workflows.
- Coordinated team tasks, project timelines, and overall execution.
- Handled client communication, reporting, and basic documentation.

Sylhet, Bangladesh | Hybrid

July 2025 – Present

Manager

PCW Education

- Managed overall operations, strategy, resources, and day-to-day administrative activities.
- Coordinated staff, scheduling, MIS reports, documentation, and internal communication.

Sylhet, Bangladesh | Hybrid

Jan 2025 – Jun 2025

LEADERSHIP EXPERIENCE

NexCard (NFC Digital Card System)

- Led the development of an NFC-based digital card for easy and fast information sharing.
- Managed project tasks, timelines, and team coordination to ensure smooth delivery.
- Supported UI, branding, feature integration, and improvements based on user feedback.

[Link](#)

Tamam PVC Industry

- Led complete ERP system lifecycle from planning to operational use.
- Oversaw business operations and client management (meetings, negotiations, relationships)
- Prepared proposals, quotations, and MIS reports for project & management support.

[Link](#)

CORE SKILLS

Operations: IT & Systems Operations, Business Administration, ERP & MIS Reporting **Management:** Project Coordination, Workflow Optimization, Team Collaboration **Administrative Support:** Office Management, HR Operations Support, Documentation **Tools:** MS Word, Excel (Advanced, Pivot Tables), PowerPoint **Platforms:** Google Workspace, Google Drive, OneDrive **PM Tools:** Trello, Jira, ClickUp **Design Tools:** Adobe Photoshop (Basic).

ADDITIONAL EXPERTISE & INTEREST

Assisted in Land Record & File Management, Tax Documentation & Compliance Support, Email & Official Communication, Presentation & Report Preparation, Basic PC & Network Troubleshooting.

EDUCATION

Leading University

B.Sc. in Computer Science & Engineering

MC College

HSC (Science)

Al-Amin Jamea Islamia High School & College

SSC (Science)

Sylhet, Bangladesh

Currently in Final Year

Sylhet, Bangladesh

2020 | GPA: 5.00

Sylhet, Bangladesh

2018 | GPA: 5.00

CERTIFICATION

Certificate in Computer Office Application — National Skill Standard (Bangladesh Technical Education Board)

Certificate of Completion: Introduction to 21st Century Skills — BYLCx (Bangladesh Youth Leadership Center)