

Md Sohan Molla

HR & Administration Professional

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SUMMARY

Results-driven HR and Administration professional with 10+ years of overall work experience, including 6+ years in HR operations and banking transactions across Bangladesh's travel, retail, and e-commerce sectors. Skilled in employee onboarding, HR systems and databases, banking operations (account opening, RTGS, deposits, remittance), and cross-functional team coordination. Also designed and delivered two web-based business management systems that are now used daily by retail clients. Self-motivated, detail-oriented, and comfortable handling confidential data in fast-paced environments. BBA graduate now seeking new professional and remote opportunities.

EXPERIENCE

Executive, HR & Administration

Mar 2020 - Present

FlyHub Travel Bangladesh Ltd. · Dhaka, Bangladesh

- Manage end-to-end employee onboarding and orientation programs, familiarizing new hires with company policy, culture, and procedures
- Prepare onboarding documentation, workstation setup, and desk arrangements for new hires
- Handle banking operations on behalf of the company: account opening, RTGS, deposits, and remittance (C-form) processing
- Maintain HR databases and use HR software/technology for record-keeping and data analysis
- Uphold high standards of professionalism and confidentiality across HR and administrative functions

Jr. Executive

Sep 2019 - Feb 2020

HAL Travel Services Limited · Dhaka, Bangladesh

- Supported travel operations and client servicing as part of the executive team
- Coordinated with vendors and internal teams to ensure smooth day-to-day operations

Reservations Executive

2018

1 Stop Holidays Limited · Banani, Dhaka

- Handled customer bookings and reservations for holiday and travel packages
- Provided sales support and customer service to ensure client satisfaction

Sales Executive

2017 - 2018

Span Travel & Logistics Ltd. · Gulshan, Dhaka

- Generated and managed sales for travel and logistics services
- Built and maintained client relationships to drive repeat business

QC Controller

2017

ekhanei.com · Banani, Dhaka

- Performed quality control checks on listings/products to maintain platform standards
- Ensured accuracy and compliance with company quality guidelines

POS Executive

2016

Prince Bazar Ltd. · Mohammadpur, Dhaka

- Operated point-of-sale systems and handled customer billing and transactions
- Delivered customer service in a fast-paced retail environment

POS Executive

2015 - 2016

Family Bazaar · Badda, Dhaka

- Operated point-of-sale systems and handled customer billing and transactions
- Delivered customer service in a fast-paced retail environment

PROJECTS

Cloth Inventory Pro Manager

Web-based inventory and POS system for a saree and cloth retail business

- Identified the business needs and led the design and development of a live web application the client now uses every day
- Built out modules for sales, purchase, stock, accounts, and customer due/credit management
- Added a dashboard with sales trends, low-stock alerts, product returns, and customer analytics such as repeat rate and top-selling products

Pharma - Pharmacy Manager

Web-based inventory and sales management system for a pharmacy

- Identified the business needs and led the design and development of a live web application the client now uses every day
- Built out modules for medicine stock tracking with low-stock alerts, sales, purchase, accounts, and profit and loss reporting
- Added a dashboard with daily sales and profit summaries, weekly sales trends, and sales history

EDUCATION

Bachelor of Business Administration (BBA)

Mohammadpur Central University College, Business Administration and Management

HSC - Business/Commerce

2015

Aftabuddin College, Pirojpur · Barisal Board · GPA 2.80

SSC - Business/Commerce

2012

Pirojpur Govt. High School · Barisal Board · GPA 3.31

PSC - General Studies

Muktarkathi Govt. Primary School

SKILLS

HR Administration

Employee Onboarding

Banking Operations

RTGS & Remittance Processing

Customer Service

Sales

Quality Control

MS Office / Excel

HR Software / HRIS

Team Coordination

Computer Networking

Software Project Management

Business Requirements Analysis

Sohan

Signature

Date