

MD MEHADI HASAN

Virtual Assistant • Community Manager • Lead Generation Specialist

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PROFESSIONAL SUMMARY

Dedicated professional with 14+ years of combined experience in Accounts & Finance and over 2 years in Virtual Assistance, Community Management, and Lead Generation. Skilled in web research, CRM management, workflow automation, and administrative support. Proven track record of helping businesses stay organized, productive, and focused on growth through reliable, detail-oriented remote support. Comfortable leveraging AI tools (ChatGPT, Gemini, Claude) to improve efficiency and deliver consistent, high-quality results.

CORE SKILLS & TOOLS

Core Skills

- Virtual Assistance
- Lead Generation
- Community Management
- Web Research
- Data Entry
- CRM Management
- Accounts & Finance

Tools & Platforms

- Microsoft Excel & Word
- Google Sheets & Docs
- ChatGPT / Gemini / Claude
- Canva
- Zulip
- Slack
- TallyPrime

PROFESSIONAL EXPERIENCE

Community Manager (Remote) — CoderLegion

2024 – Present

- Managed developer community engagement and moderation across the platform.
- Published technical content and platform updates to keep members informed.
- Provided member support and resolved community issues promptly.
- Contributed to community growth and user retention initiatives.

Virtual Assistant (Remote) — Remote Clients

2024 – Present

- Managed email, calendar, and administrative tasks for international clients.
- Performed lead generation and web research to support business development.
- Maintained CRM records and client databases with high accuracy.
- Provided daily operational and customer support, ensuring timely delivery.

Assistant Manager – Accounts & Finance — Toywoods

2010 – 2024

- Prepared financial reports and budget analysis for management review.
- Managed accounts payable and receivable processes end-to-end.
- Supervised the finance team and coordinated daily operations.
- Performed bank reconciliation and ensured financial compliance.

EDUCATION

Master of Business Administration (MBA)

2008 – 2009

Major: Marketing — International Islamic University, Chittagong

Bachelor of Commerce (B.Com)

2003 – 2006

National University

CERTIFICATIONS

- TallyPrime — Tally Solutions (2022)
- AI Certificate — Professional Training (2025)
- 10 Minute School — 10 Minute School (2024)
- Communication Skills — Professional Training (2023)
- Logistics Management — Professional Training (2023)
- VAT Certificate — Professional Training (2023)

LANGUAGES

- Strong written and verbal English Communications Skill.

ACHIEVEMENTS

- Completed the Elite Marathon 2024 (21.1 KM Half Marathon) — Finishing Time: 03:42:46, reflecting discipline, endurance, and commitment.