



Mobile: +966531828103

E-mail: mahediashik79@gmail.com

Location: Dammam, Saudi Arabia

Education

Master of Arts(M.A) in History
Dhaka College, Dhaka

- Duration: 2022-2023
- CGPA: 3.17/4.00

Bachelor of Arts (B.A) in History
Dhaka College, Dhaka

- Duration: 2018-2022
- CGPA: 2.91/4.00

High School (Diploma) in Science
Notre Dame College, Mymensingh

- Duration: 2016-2018
- GPA: 3.83/5.00

Trainings & Certifications

- **Computer Office Application**
- **Payroll System (ERP)**

Key Skills

- ERP Operation (eduMaster 3.0)
- Academic Data Entry & Report Generation
- Document & File Management
- MS Office (Word, Excel, PowerPoint)
- Basic Troubleshooting & Hardware Handling
- Customer Service & Communication
- Team Collaboration & Time Management
- Adobe Illustrator (Basic)
- Hospitality Support

Language

- Bangla
- English
- Hindi

MEHEDI HASAN ASHIK

ERP System Specialist | Data Entry Operator | Sales Executive | Document Management | Housekeeper

Profile

ERP System Specialist with 3+ years of hands-on experience in **eduMaster 3.0**, including data management, report generation, and system troubleshooting. Despite an **Arts background**, my practical expertise in ERP operations has equipped me with technical skills to ensure 99% data accuracy and streamline institutional workflows. Currently seeking opportunities in Saudi Arabia to contribute my **ERP** and **administrative** skills in a dynamic organization.

Work Experience

ERP Assistant & Data Entry Operator
Al-Amanah Edu, Dhaka, Bangladesh

February 2022 - April 2025(Full-Time)

- Managed 500+ student records in eduMaster 3.0.
- Entered academic records, attendance (fingerprint system), and results accurately.
- Supported teachers and admins in daily system tasks.
- Maintained data confidentiality and regular backups.
- Provided ERP troubleshooting support.
- Created and managed academic files, spreadsheets, and presentations using MS Word, Excel, and PowerPoint.
- Generated reports(attendance/fees/performance).

Documents Controller

SR Dream IT, Dhaka, Bangladesh

February 2020 - October 2021(Part-Time)

- Managed and organized documents.
- Controlled versions and updates.
- Maintained filing (soft/hard copies).
- Ensured document security.

Sales Executive

Walton Plaza, Mymensingh, Bangladesh

March 2019 - January 2020(Part-Time)

- Ensured high standard of customer service.
- Assisted customers with product selection and inquiries
- Achieved monthly sales targets
- Handled billing and payment procedures
- Provided after-sales support and customer service
- Maintained product display and showroom cleanliness

Housekeeper

Hotel Khan Int. , Mymensingh, Bangladesh

January 2018 - February 2019(Full-Time)

- Maintained guest rooms in clean and organized condition, changed linens, handled laundry, took out trash, assisted guests, and reported any damages.



References

Mr. Abdullah Sharif

Ass. Professor,Dhaka College, Dhaka

Phone: 01676-792365

MD. Ahsan Karim

Principal, Al-Amanah Edu, Dhaka

Phone: 01610-776836