

ATIKUR RAHMAN TANVIR

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Career Objective:

To work as part of a dynamic team where there is an opportunity to make significant contribution along with developing personal skills.

Job Experience History:

1. Officer (January 2015 to Running)

Talisman Ltd.

Location: DEPZ, Savar, Dhaka.

Department :- Human Resource and Compliance (May 2018 to Running)

Duties/Responsibilities

Buyer audit maintain, workers file update, taking training on fire and health safety.

Department : Production (January 2015 to April 2018)

Duties/Responsibilities

Team leader, System Application Product (SAP) software support, making annual audit report, Database support of production, Keeping record of materials.

2. Consulting Agent (June 2014 to December 2014)

International Education Counseling Centre (IECC)

Location: Banani, Dhaka.

Duties/Responsibilities:

Collecting document from the student, Mailing them for the document, Checking all the student document, Applying for them in the colleges and universities.

3. Internship, Human Resource Management (March 2014 – May 2014)

SouthEnd Sweater Co. Ltd.

Location: Dhour, Ashulia, Dhaka

Duties/Responsibilities:

Checking all the employer's file, salary sheet making, Scrutinise CV, Selecting and Recruiting

Education History:

Exam Title	Concentration	Institute	Results	Pass Year	Duration
M.B.A	Major in Human Resource Management	Daffodil International University	SGPA: 3.84/4.00	Running	1 year
B.B.A.	Major in Human Resource Management	AIUB (American International University – Bangladesh)	CGPA: 2.92/4.00	2018	4 years
ISC(Indian School Certificate)	Business Studies	Rockvale Academy(kalimpong, Darjeeling, India)	62%	2009	2 years
ICSE(Indian Certificate of Secondary Examination)	Business Studies	Rockvale Academy(kalimpong, Darjeeling, India)	64%	2007	2 years

Skills & Extra-curricular activities:

- Knowledgeable at Excel, Word, PowerPoint, different email & browser clients.
- Annual audit handle (6 times)
- Buyer Audit Handle (37 times)
- Achieved one promotion
- Trained more than 50 workers
- Training program completed on fire and health safety (12 times)
- Competent in working on Windows Operating System.
- Language proficiency: Good communication skills in English, Bengali and Nepali
- Participated in IELTS
- Member of ECO Club and done one field work summer (2008) INDIA
- Member of Interactive Club and done one field work summer (2008) INDIA.

Personal Profile:

Date of Birth : 7th July 1987
Sex : Male
Marital Status : Married
Home District : Bogura
Nationality : Bangladeshi (By birth)

References:

Aroka Chowdhury ACMA CGMA
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