



MD. MAZEDUR RAHMAN

Business Graduate

About Me

Highly driven Business graduate in Management and HR Intern skilled in the recruitment and talent acquisition process seeking for HR position to help your organization improve the human capital.



01856344178



mazedurrahmantalib1998@gmail.com



Boro Beraid, North Badda, Dhaka.



<https://www.linkedin.com/in/md-mazedur-rahman-8444241a0/>

TRAINING

Graphic Design and Freelancing

Organized by: Dreamland IT

Duration: 3 months.

ACHIEVEMENT

Government Scholarship at Higher Secondary Certificate Exam

Year: 2017

Board: Comilla

1st Runners up Swimming Competition

Year: 2015, 2016

Institution: Govt. Mujib College

EXPERIENCE

MTO - Marketing HR

Asha Cement

Abul Khair Group

April 2024 - Continuing

- Coordinate recruitment processes for Sales Marketing positions (MO, SMO, AM, TSE), including Job posting, screening CVs, conducting interviews, and extending offers.
- Manage the onboarding process for new hires, ensuring a smooth transition into the Organization
- Assist in design & deliver training programs to enhance the skills and knowledge of sales personnel
- Monitor Employee performance and provide regular feedback to support their growth and development
- Prepare effectiveness
- Maintain accurate employees records and documentations
- Handle administrative tasks related to payroll, benefit administration and time & attendance management
- reports and presentations
- Market Visits
- Any other tasks assign by DMD sir

HR Intern

General Pharmaceuticals Ltd.

August 2023 - November 2023

- Conducted CV Screening as per MRF required
- Communicated with candidates and make schedules for interview and assessment
- Assisted in developing questions and GD topics for candidates and evaluated the answer scripts
- Assisted in conducting interviews and aided in GD assessment
- Assisted in collecting required documents from selected candidates and offering Appointment Letter
- Assisted in conducting Job Fair
- Assisted in conducting Walk-In-Interviews

EDUCATION

MBA

Strategic and International Management

University of Dhaka

2023 - 2024

CGPA till 1st Semester 3.70



MD. MAZEDUR RAHMAN

PERSONAL INFORMATION

Father's Name: Md Abdur Rahman
Mother's Name: Mazeda Aktar
Date of Birth: 31st March, 1998
Blood Group: O+
Permanent Address: Bashurhat,
Companiganj, Noakhali.

LANGUAGE

- Bangla
- English

REFERENCES

Ashik Hasan
Senior Manager
Human Resources
General Pharmaceuticals Ltd.
01844-095200
ashik.hr@generalpharma.com

Masnoon Salehin
Assistant Professor
Department of Management
University of Dhaka
01770-252294
masnoon@du.ac.bd

BBA
Management
University of Dhaka
2018-2023

CGPA 3.30

HSC
Business Studies
2017

GPA - 5.00

SSC
Business Studies
2015

GPA - 4.50

EXTRA-CURRICULAR

Research Assistant
Cyclone Preparedness Program- CPP
Conducted surveys in the Coastal Area
Collected data from Thirty individuals

General Secretary
Companiganj Students' Family (CSF).

- Published a Magazine named Monon of 500 Copies
- Managed 15 sponsors for the Magazine
- Maintained a team of 8-10 people
- Distributed the Magazine to Schools & Colleges
- Arranged a picnic and managed T-shirts for 150 people

SKILLS

Soft Skills

- Communication Skill
- Social Skill
- Team Work
- Leadership
- Emotional Intelligence

Digital Skills

- MS Word
- MS Excel (Basic + V-look up, etc)
- MS Powerpoint
- Graphic Design (Illustrator, Canva)

I declare to the best of my knowledge that the information I have presented here are true and accurate.

Md. Mazedur Rahman