



# 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.



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Boro Beraid, North Badda, Dhaka.



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

## 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
- Ajy other tasks assign by DMD sir

## 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

### 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

**BBA**

**Management**

University of Dhaka

2018-2023

CGPA 3.30

## PERSONAL INFORMATION

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

**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

## 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

**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