

## MD. RASEL AHMED

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Gulshan Model Town, Gulshan, Dhaka 1212  
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### Career Objective:

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal.

### Career Summary:

A customer oriented, multitasking fresher with MBA degree in HR.  
Expert in understanding the business requirement.  
Excellent in identifying the need of organization.  
Excellent in understanding and analyzing the human behavior.  
Proficient in coordinating with the people.

### Special Qualification:

Strong Work Ethic  
Time Management  
Self-Confidence  
Leadership  
Quick learner  
Work well under pressure  
Responsible, efficient  
Ability to work in a fast-paced, intense environment smoothly  
Committed to providing total quality work

### Employment History:

#### 1. Executive (February 1, 2020 - Continuing)

##### **LOKOBOL (Sister concern of Talent Centric Limited)**

Company Location : Plot# 5, Road# 6/A, Block-J, Baridhara, Dhaka-1212  
Department: HR

##### **Duties/Responsibilities:**

- i) Candidate Sourcing through Internal & External (BD Jobs, LinkedIn, etc) data bank/Connection & external advertisement for different positions according to clients requirements.
- ii) CV screening and shortlisting candidates as per job requirement.
- iii) Communicate with the candidates regarding the job offer, update the feedback then shortlisting and preparing the interview schedule.
- iv) Coordinating the interview session.
- v) Giving feedback on the interview result to the candidates.
- vi) Giving offer letter & appointment letter to the selected candidates.

#### 2. HR Intern (November 2, 2019 - Continuing)

##### **Talent Centric Limited**

Company Location: 56, progoti sharani, Baridhara, Dhaka-1212.  
Department: Recruitment, Payroll

##### **Duties/Responsibilities:**

- i) Candidate Sourcing through Internal & External (BD Jobs, LinkedIn etc) data bank/Connection & external advertisement for different positions according to clients requirements.
- ii) CV screening and shortlisting candidates as per job requirement.
- iii) Communicate with the candidates regarding the job offer, update the feedback then shortlisting and preparing candidate pool.
- iv) Interview scheduling according to clients requirements & maintain update about the interview session.
- v) Giving support to both parties- Clients & Candidates.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Master of Business Administration (MBA)	Human Resource Management	Jagannath University	CGPA:3.42 out of 4	2016	1
Bachelor of Business Administration (BBA)	Management studies	Jagannath University	CGPA:3.08 out of 4	2015	4
HSC	Business Studies	Dr. Abdul Majid Talukder College	CGPA:4.5 out of 5	2010	2
SSC	Business Studies	Kamal Khan Hat High School	CGPA:4.38 out of 5	2008	10

**Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>communication and interpersonal skill.</li> <li>Recruitment &amp; Selection</li> <li>General HR</li> <li>Payroll Processing</li> </ul>

**Personal Details :**

Father's Name : Late. Md. Nurul Islam  
 Mother's Name : Mst. Julekha Begum  
 Date of Birth : March 15, 1991  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshi  
 National Id No. : 7319111519  
 Religion : Islam  
 Permanent Address : Titpollah, Kamal Khan Hat, Jamalpur, Jamalpur Sadar, Jamalpur 2000  
 Current Location : Dhaka

**Reference (s):**

	Reference: 01	Reference: 02
Name	Dr. Moniruzzaman	Md. Mizanur Rahman
Organization	Dept. of Mgt. Studies, Jagannath University	Dept. of Mgt. Studies, Jagannath University
Designation	Professor	Associate Professor
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