



# ANIK HASAN



01736325374



[anikhoofficial@gmail.com](mailto:anikhoofficial@gmail.com)



<https://github.com/anikhoofficial>



<https://www.linkedin.com/in/anikhoofficial/>



Adarsha Nagar, Middle-Badda, Dhaka 1212

## EDUCATION

### **Name of Examination: MBA**

Subject: Management  
C.G.P.A: 3.28 (Out of 4.00)  
Passing Year: 2022

**Institute Name: Kabi Nazrul  
Govt. College, Dhaka**

### **Name of Examination: BBA**

Subject: Management  
C.G.P.A: 2.83 (Out of 4.00)  
Passing Year: 2021

**Institute Name: Kabi Nazrul  
Govt. College, Dhaka**

### **Enterprise System Analysis & Design-JEE**

IsDB-BISEW IT Scholarship  
Duration: 1 Year (2023-2024)

## REFERENCES

### **Dr. Md. Serajur Rasul**

Professor  
Department of Management  
Kabi Nazrul Govt. College,  
Dhaka  
Mobile: +8801711313824  
Email: [serajurmgt@gmail.com](mailto:serajurmgt@gmail.com)

### **Emdadul Haque**

Lecturer  
Govt. Rajoir Gopalgonj K J S Pilot  
Model Institution & College  
Mobile: +8801721850044  
Email: [emdadulhaque221@yahoo.com](mailto:emdadulhaque221@yahoo.com)

## CAREER OBJECTIVES

Motivated and detail-oriented MBA graduate specializing in Management, seeking an entry-level opportunity in Human Resources. Skilled in recruitment, client management, communication, and administrative support. Committed to contributing to organizational success by enhancing HR operations, streamlining recruitment processes, and fostering employee engagement within a professional environment.

## SKILLS

- **Recruitment & Talent Acquisition:** Sourcing, screening, onboarding coordination.
- **HR Administration:** Managing employee records, assisting in HR operations and compliance.
- **Client & Employee Relations:** Building positive relationships with candidates and team members.
- **HR Software Management:** Basic knowledge of using HRIS platforms like PIHR for employee management, attendance tracking and Payroll.
- **Communication & Coordination:** Strong written and verbal communication; skilled in internal communication platforms like Slack.
- **Conflict Resolution:** Handling sensitive matters with professionalism and confidentiality.
- **Organizational Skills:** Efficient in managing multiple administrative and HR-related tasks simultaneously.
- **Team Collaboration:** Supporting HR and cross-functional teams to achieve organizational goals.

## COMPUTER SKILLS

- **Microsoft Office Suite:** Word, Excel, PowerPoint (document creation, HR data analysis, presentations)
- **Google Workspace:** Docs, Sheets, Drive (for collaboration and documentation)
- **HRIS Software:** Basic experience with PIHR (employee database, leave management, attendance and payroll)
- **Communication Tools:** Slack, Zoom, Microsoft Teams, Google Meet (for internal communication and meetings)
- **Email Systems:** Gmail, Webmail, Outlook (professional email communication)