

## Sheikh Rubaiyat Kabir

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Bashundhara R/A, Dhaka-1229, Bangladesh  
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## OBJECTIVE

Motivated and detail-oriented BBA graduate with a major in Human Resources Management and minor in MIS (Management Information System) seeking an entry-level position. Eager to apply academic knowledge and work experience to contribute to the success of a dynamic organization.

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## Personal information

DOB	: 28/01/2000
Place of Birth	: Dhaka, Bangladesh
Religious	: Islam
Language	: Bengali and English

## Education

### Bachelor of Business Administration (BBA) major in Human Resources

Institution: East West University, Dhaka, Bangladesh  
Graduation year: 2019 - 2024  
Score: CGPA 2.77 out of 4

- Relevant Coursework in HRM: Human Resource Planning, Compensation Management, Industrial Relations and Labour Law, Training and Development, Strategic Human Resource Management, Leadership, Power and Influence.
- Relevant Coursework in MIS: Enterprise Information System, Structural programming, Object Oriented Programming, Networking and Operating System.

### Higher Secondary School certification:

Institution: Gulshan Model Uccha Maddhyamik Biddalya, Dhaka, Bangladesh  
Completion year: 2019  
Subject: Science  
Score: 3.08 out of 5

## Experience

Company name: **IoT Lab BD Limited**, Mirpur, Dhaka-1216

Duration: 2022-2023

Worked as a producer to transform building sketch into digital data representation.

## Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong interpersonal and communication skills
- Excellent organizational and time management abilities
- Ability to work effectively in a team and independently

## Project Work (Thesis):

Project on How the Teacher Training Programs in Bangladesh Effect Teachers' Career Development.

## Extracurricular Activities

### Guitarist as Hobby

Performed at radio station, local venues, and family functions.

## Reference

1. Dr. Jashim Uddin  
Professor, East West University  
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2. S.M. Kamruzzaman  
Wing Commander, (rtd.), Bangladesh Air force  
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