

MOHAMMAD ABDUR RAHMAN

MAILING & CONTACT ADDRESS

📍 Saikot Para, Kolatoli, Cox's Bazar, Cox's Bazar Sadar, 4700.

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Career Objective:

I am highly motivated to work with reputed organization where I would be able to utilize my capabilities and gradually develop My knowledge, skills and abilities to perform duties efficiently and effectively. My main objective is to applying HR value propositions to the organizations I will serve for and I want to see myself as a true and successful HR professional.

Summery

Completed Honors and Master on Human Resource Management. Being an active social entity, I have started my career at the very beginning of my university life and fortunate enough to spend my time in different voluntary works with university clubs and with social organization. I am giving a synopsis of my work life so far in below:

- HR Officer : January 1, 2020 - Continuing
- Junior HR Officer : June 1, 2019 - December 31, 2019
- HR Assistant : September 22, 2018 - May 31, 2019
- Officer HR support : January 10, 2018 - June 30, 2018
- Executive Team Leader : June 1, 2015 - December 31, 2017

Special Qualification:

- Competency based Talent Acquisition
- Travel management
- Contract Management
- Staff Training Management
- HR administration.

Employment History:

1. HR Officer (January 1, 2020 - Continuing)

Terres des hommes

Company Location: Impulse Ocean View, 7th Floor, Plot#68, Block# A, Kolatoli, Cox's Bazar.

Department: HR

Duties/Responsibilities:

- **Recruitment & Selection:**
Designing and posting job offers on the appropriate channel. Shortlist CVs and sharing them with the hiring manager to sort out a short list. Arranging test and interviews for applicants. Taking the decision in the recruitment process and managing the relationship with the applicant all along the process. Offering position complying with the internal function and salary grid. Proceeding to references check.
- **Onboarding process:**
Compiling all administrative and HR required documents. Creating and filling the personal HR staff of the newly recruited staff. Leading an induction session about Tdh HR processes and PSEA, and CSP regulations. Raising awareness about the Code of Conduct (CoC).
- **Contract management:**
Editing, issuing and filing contracts upon staff recruitment, extensions and amendments. Playing a key role in the career management of Tdh national staff. Proceeding to end of contract administrative process. Maintaining the internal HR database updated.
- **Attendance:**
Tracking staff attendance, annual leaves, sick leaves and other absences. Reporting the attendance information in an appropriate manner to ensure payroll process is run smoothly. Keeping track of staff remaining annual leaves (as per requirement)



- **HR Policies:**
Promoting good HR practices and tackling all HR issues that might be raised by colleagues.
- **Staff Development:**
Communicate with the staff and arrange different kinds of training, Update training database, Assessing the training needs of the staff of her/his assigned area.
- **Reporting/Communication:**
Designing and updating organograms and contact lists, ensuring the publication of information on the information board, participating to Internal Staff Regulation presentation and ensuring refreshment sessions for the assigned area, participating to the weekly meeting, ensuring to perform regular monthly field visits to his assigned area and provide visit reports to his line manager, reporting back all information or problems linked to her/his activity to her/his line manager
- **Competencies:**
This function requires the mastery of Personal, Social and Leadership Competencies (PSLC), Technical and Methodological Competencies (TMC)
Demonstrating ability to pay particular attention to detail, remain calm and polite at all times, be an expert of Tdh staff, guide those who come to you with questions.
Playing a service provider role to internal stakeholder while promoting and ensure internal processes and regulations are respected.

Promoting key Tdh quality policies such as PSEA, CoC and CSP.
Anticipating future HR issues by using or creating new internal processes, tools and policies that are shared by all relevant stakeholders and enforced in a timely manner.
Showing a strong level of flexibility and ability to take the right decision in a high pressure environment.
Supporting his/her colleagues to ensure team spirit and collective efficiency.
- **Expatriate Movement Follow-up**
 - Focal person of expatriate Movement & Visa tracking.
 - Lead HR Assistant to ensure all the flights and hotel booking for expatriate.
 - Communicate with HQ regarding expatriate contract duration and ensure their leave tracking and their flight tracking.
 - Follow – up expatriate apartment management.

2. Junior HR Officer (June 1, 2019 – December 31, 2019)



Terres des hommes

Company Location: Old Sayaman Heritage building 2nd floor, Baharchora, Coss Bazar.

Department: HR

Duties/Responsibilities:

Recruitment:

- Sorting CV's from BD jobs
- Communicate with departments for selecting CV's for conducting test and interviews
- Calling Candidates, conducting recruitment test and interviews
- Send selected candidates offers and ensure their reference check

Administrative:

- Collection joining related document from the new staff
- preparing staff files and submit to HR admin part for updating database
- Preparing and distributing the staff ID card format of RRRC and Tdh ID
- Assist to preserved and maintenance of HR documentation & records for all staff
- Assist to maintaining documentation for all staff

Medical cost reimbursement process:

- Collection medical cost related documents from among the respective staff
- Cross check the invoice with their submitted bill
- Preparing the final calculation for the reimbursement
- Send to payroll team for the next process

Field visit:

- Schedule based field visit for counselling and motivation of the staff
- Disseminate new update information and decision to the staff which related to the field staff
- To aware the staff regarding Tdh – staff regulation
- Try to collect information about problem, conflict, dissatisfaction which related to staff care
- Reporting based on field visit findings

Travel Management:

- Assist in preparing supporting visa documentation
- Booking travel and maintaining records of travel
- Crosschecking travel bill with travel document
- Preserve boarding pass
- Assist to keep record of Expat leave follow-up
- Assist to calculate final calculation of Expat. Staff (End of mission)
- Need based communication with Expat staff and third party (service provider)

Payroll process:

- Checking Staff attendance sheet and leave form during payroll time on need basis.
- Assist in other relevant tasks based on team demand.

3. HR Assistant` (September 22, 2018 - May 31, 2019)**Terre Des Hommes**

Company Location : Old Sayeman Heritage building 2nd floor, Baharchora, Coks Bazar.

Department: HR

Duties/Responsibilities:

- Assist in all HR related activities as management requires.
- Communicating with national staff for collecting monthly attendance sheet
- Monthly attendance sheet checking
- Expatriate travel management
- Expatriate movement follow up.
- Contacting HQ and Dhaka office regarding expatriate visa follow-up.
- Preparing Expatriate leave calculation and send it to HQ.
- Managing expatriate induction.
- Managing expatriate flights and accommodation
- Conducting new staff induction & ensure documentation (staff personal file

4. Officer HR support (January 10, 2018 - June 30, 2018)**GlaxoSmithKline**

Company Location : Fouzderhat Industrial Area, North Kattali, Chittagong

Department: HR

Duties/Responsibilities:

- Ensure adherence with GSK policies and Values
- Support HR Admin as required.
- Scan all administrative documents and archive them
- Preparing HR desk report.



- Employee Over time calculation.
- Calculating final Settlement.
- Employee leave Follow up
- Ensure proper Documentation of employee and administrative bills.
- Data entry in staff database.
- Leave management.
- Support in administrative works.
- Ensure training sessions of the staff
- Communicate with vendors for logistic purchase items.



5. **Executive Team Leader (June 1, 2015 - December 31, 2017)**

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Company Location : IIUC liaison office (4th floor) 154/A, collage Road, chawkbazar,

- Chittagong -4203 Department: Management

Duties/Responsibilities:

- Marketing Executive Recruitment.
- Marketing Executive training and orientation.
- Customer dealing.
- Executive and labor Salary Management.
- Providing total logistic support.
- Supervise the total operational activities.
- Maintaining official handbook and update day to day transections
- Visit work location and ensure quality of work
- Forecasting the cost allocation per program
- Ensure day to day payment of labors

EXTRACURRICULAR ACTIVITIES:

- ✓ Organizing Secretary "IIUC HR Club"
- ✓ Member at "IIUC Business Club".
- ✓ Organizer at "University Food Festival 2017".
- ✓ Volunteer Chief at "Summer Dessert Festival 2017".

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pass Year | Duration |
|---|---------------------------|--|------------------------------|-----------|-----------|
| Masters of Business Administration (MBA) | Human Resource Management | International Islamic University, Chittagong | First Class Marks: 3.65% | 2018 | 2018-2019 |
| Bachelor of Business Administration (BBA) | Human Resource Management | International Islamic University, Chittagong | First Class, Marks:3.09% | 2017 | 2014-2017 |
| HSC | Commerce | Mern sun school&collage . | Second Division Marks :4.01% | 2013 | 2011-2012 |
| SSC (Vocational) | science | Noapara High school | Second Division Marks:4.3% | 2011 | 2009-2010 |

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-----------------|-------------------------|----------------------------|------------|------------------------|------|-------------|
| Internship | Performance appraisal | GlaxoSmithKline Bangladesh | Bangladesh | Fouzdarhat, Chittagong | 2017 | Three weeks |
| Internship | Performance Appraisal | Standard Bank Limited. | Bangladesh | Oxygen Chittagong | 2017 | 2 months |
| Research report | Recruitment & Selection | Terre des hommes | Bangladesh | Cox's bazar | 2019 | 3 months |

Career and Application Information:

Looking For : Mid-Level Job
Available For : Full Time
Present Salary : Tk. 55,450
Expected Salary : Tk. 65,000
Preferred Job Category : HR/Org. Development.
Preferred District : Chattogram, Cox's Bazar, Dhaka
Preferred Country : UAE, France, Switzerland, Germany, Canada.
Preferred Organization Types : INGO, NGO, Manufacturing (FMCG), Multinational Companies.

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | High | High |
| Bangoli | High | High | High |
| Hindi | High | Low | High |

Personal Details :

Father's Name : Md. Farid uddin
Mother's Name : Nasima Akter
Date of Birth : April 11, 1995
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19951517463000022
Religion : Islam
Permanent Address : Kalumia Daptari bari, Chattogram Sadar, Chattogram 4100

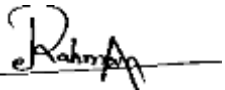
Reference (s):**Professional Reference(1)**

Name : Mohammad Safwan-Bin-Alam
Organization : GlaxoSmithKline Bangladesh Ltd.
Designation : Officer, HR Operations
Address : Near city gate, Fouzdarhat chittagong.
Mobile : 01709637951
E-Mail : Safwan.h.alam@gsk.com
Relation : Professional

Professional Reference (2)

SMR. Rubaiyat
Terre Des Hommes, Cox's Bazar.
Senior HR Officer
Saikat Para, Cox's Bazar
01719973638
bgd.cox.hr.off2@tdh.ch
Professional

Signature



Mohammad Abdur Rahman

DECLARATION OF AUTHENTICITY

I do hereby declare that all the information here is true about my experience, academic qualifications, my knowledge, training & me. If required and where applicable, this document can be supported by appropriate authentic certificates/papers.