

MOHAMMAD SAFAETULLAH KHAN

Flat No: C-2, Kearsy Garden, 4 No Folder Street,
Wari, Dhaka-1203

Contact no: +88 01924-115004

E-mail Address: md.safaetsaki@gmail.com



Objective:

Dream Big! Hard Work! Honesty! Achievement Unlocked!

Educational Qualification:

Post Graduate Diploma (PGD)

Bangladesh Institute of Management (BIM)

Major: Human Resource Management

Status: Running

Year of passing: December, 2020 (in sha Allah)

Master of Business Administration (MBA)

North South University

Major: Human Resource Management

Grade: B

CGPA: 3.10 in the scale of 4

Year of passing: 2017

Bachelor of Business Administration (BBA)

Ahsanullah University of Science & Technology

Major: Finance

Grade: B-

CGPA: 2.794 in the scale of 4

Year of passing: 2014

Higher Secondary Certificate Examination (H.S.C)

Dhaka Imperial College, Dhaka

Group: Science

Board: Dhaka

Grade: A

CGPA: 4.80 in the scale of 5

Year of passing: 2009

Secondary School Certificate Examination (S.S.C)

K.L. Jubilee School & College, Dhaka

Group: Science

Board: Dhaka

Grade: A

Result: CGPA 4.63 in the scale of 5

Year of passing: 2007

Professional Qualification:

Human Resource Competencies (HRMC)-A Six Week Course

Institute of Business Administration (IBA), University of Dhaka

Result: Successfully completed the course with 75% marks

Year of completion: December, 2019

Job Experience:

- Working as **Executive-Human Resources (Payroll-Volume is more than 1200 employees)** in **Asgar Ali Hospital (A Concern of City Group)** since 1st September 2018 to till date.
- Worked as Executive-Human Resources & Administration in Bangladesh Masterpack Limited (A Multinational Company) from 14th March 2017 to 31st August 2018.
- Working as a member of WDRT in Bangladesh Red Crescent Society (BDRCS).
- Successfully completed the internship period (3 months) at Janata Bank Limited, Gendaria Corporate Branch, Dhaka, Bangladesh.

Language Proficiency:

1. Fluent in both spoken & written Bengali and English.
2. Good command over Hindi.

Computer Literacy:

Operating System: Windows XP, Windows 7, Windows 10, etc.

Application Packages: MS-office Package.

Field Of Interest:

Cricket, Music, Watching movies, Traveling, Hang out with friends

Personal Information:

Father's Name: Md. Sanaullah Khan

Mother's Name: Farhana Afsin

Permanent Address: 48 Dina Nath Sen Road, Gandaria, Dhaka.

Mailing Address: Flat No: C-2, Kearsy Garden, 4 No Folder Street, Wari, Dhaka-1203.

Date of Birth: 30 November, 1992.

Nationality: Bangladeshi (By Birth)

Religion: Islam.

Marital Status: Unmarried.

Blood Group: B (+ve)

References:

1. Mohammad Khasro Miah Ph.D.

Professor in HRM
North South University
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2. Md. Raisul Alam

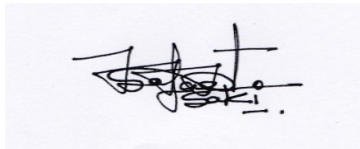
Assistant General Manager
Janata Bank Limited
Foreign Remittance Department
Local Office, Dilkusha commercial area, Dhaka.
Cell: +88 01716-604147
E-mail: raisul_5021@yahoo.com

3. Salma Hai Tuny

Advocate
Bangladesh Supreme Court
Special Public Prosecutor
CMM Court, Dhaka.
Cell: +88 01711-245916

Declaration of Authenticity:

I do hereby declare that all information have presented, are true to my knowledge, if required & where applicable this document can be supported by appropriate authentic certificates/papers.



Mohammad Safaetullah Khan