






RESUME

Rifat Bin Ahasan

House #: 74 elephant road, 
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Career Objective

Creative and innovative thinker with effective Human Resources Management and supply chain management with goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment communicate effectively at all levels, manage competing priorities and adapt readily to new challenges. I am looking for a job in a dynamic environment where I can grow as a successful professional while helping my employer achieve its objectives.

Transferrable Skills

- + Excellent time management.
- + Analytical abilities to solve problems.
- + Have patience to tackle unfavorable situations.
- + Have leadership skill to pro influence surroundings.
- + Eager and quick in learning new things and in adapting to new environment of any sort.
- + Advanced user of computer technologies.

Professional Experience

Foodpanda Bangladesh

A Subsidiary of **Delivery Hero**

Recruitment Executive [13th October 2019 – Present]

Duties/Responsibilities:

- Maintain day to day operational task with HR activity.
- here handling the HR Activity and from the basis of the organization requirement.
- manage and provided Hiring support.
- Provide Training and Development to new office executive and delivery executive.
- Be contact point for all delivery staff.
- prepare Recruitment Materials and post jobs to Appropriate job sites.
- Functioned lead recruiter for the Hub office.
- conduct interviews and assess applicants.
- Maintain Rooster management.
- Assist in Payroll preparation management.
- Writing up staff Employment Contracts.
- approved them from liable authority and make the work done.
- Any other task assign by management.

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Junior Executive (HR & Admin) [6th February 2019 – 25 August 2019]

Duties/Responsibilities:

- All HR activity recruitment to final settlement
- Manage Administration, Procurements & others Maintenance activity
- Product development and work process development
- Organize Event of JobsA1.Com
- Design Supply Chain for new clients.

Duties/Responsibilities:

- Involvement to all selection process occurs at corporate office during my internship.
- Do over Selection Processes which include employee requisition to Final selection of Trainee and documentation of selection process for Factory audit.
- By doing Employees joining file process got involvement in HR transaction section and Learning & development section.
- Also get a chance to work with T&D team and arrange training on Corporate Language helps by British Council.



Education Qualification

Masters of Business Administration (MBA)

- ❖ Subject : Human Resource Management (HRM)
- ❖ University : Bangladesh University of Business and Technology (BUBT)
- ❖ Result : 2nd Semester running

Bachelor of Business Administration (BBA)

- ❖ Subject : Human Resource Management (HRM)
- ❖ University : Bangladesh University of Business and Technology (BUBT)
- ❖ Year of Passing : 2018
- ❖ Result : 2.87 out of 4.00

Higher Secondary Certificate (HSC)

- ❖ Subject : Business Studies
- ❖ Institution : Dhaka Commerce College
- ❖ Board : Dhaka
- ❖ Year of Passing : 2013
- ❖ Result : 4.60 out of 5.00

Secondary School Certificate (SSC)

- ❖ Subject : Business Studies
- ❖ Institution : Khasinatpur Abdul Lotif High School, Pabna.
- ❖ Board : Rajshahi
- ❖ Year of Passing : 2011
- ❖ Result : 4.44 out of 5.00



Project Works

- Prepared a "Business plan" on the course of Entrepreneurship politics and practice
- Term Paper on "Dairy Firm" on the course of "Management on Small Business"
- Term Paper on "Different Organizational Culture" on the course of Organizational Behavior
- Report on "Career Planning & Development" on the course of Human Resource Mgt.
- Report on "Production and Cost Analysis" (IFIC Bank Ltd.) on the course Operation Management.
- Report on "COCA COLA" on the course International HRM.
- Report on "Lacoste" on the course Human Resource Management



Linguistics skill

Bangle (mother tongue)
English (reading, writing, listening & speaking)



Co-Curricular Activity

All of my CO-Curricular Activity are -

- ✓ I take part in various social welfare activities Initiator and Convener,
- ✓ Event manager **Youth Summit on Ageing**
- ✓ Conducted different survey as group leader and taking part in many events as a volunteer
- ✓ Zone Leader at **Project Kombol**, flooded People at Pabna November 2015
- ✓ Former Executive Member of BUBT Business Club.
- ✓ Former Executive Member of BUBT Sports Club.
- ✓ Former Executive Member of BUBT Cultural Club.
- ✓ Former Executive Member of BUBT Social Welfare Club.



Computer Literacy

Application Packages

Microsoft Office (word, excel, power point)

Web Application

Internet Browsing, Web Search, E-mail, Blogging

Operating System

MS Windows XP, MS windows 7/10



Personal Profile

Father name	: Md. Firoz Ahasan
Mother name	: Nasima Firoz
Date of birth	: 03 May, 1996
Permanent address	: Village- Bhadorbag, Post: Hatkhali, Thana- Sujanagor, District: Pabna.
Contact number	: 01675028941 (Personal Mobile)
	: 01715349903 (Home Mobile)
E-mail address	: rifatbinahasan2510@gmail.com
Nationality	: Bangladeshi (by birth)
Religion	: Islam (Sunni)
Marital status	: Single



References

Md. Abul Hossain

Ex-vice president ,
 IFIC Bank Head Office.
 Mobile : 01731-501357

Md. Arafater Rahman Bahuiyan

Assistant Professor Dept. of Management
 Bangladesh university Of Business & technology
 (BUBT)
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I do hereby assert that the above statements are furnished by me to factual to the best of my acquaintance and credence.

Thank you,

Rifat Bin Ahasan