



ATIF ISLAM

CONTACT DETAILS



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403/A, Imam Bokhari Road, Lalkuthi
Bazar, 3rd Colony, Mazar Road,
Mirpur-1, Dhaka-1216

SKILLS

- MS Word- Intermediate
- MS Excel-Intermediate
- MS PowerPoint- Intermediate
- SPSS- Beginner
- Adobe Lightroom- Beginner

LANGUAGE

- Bengali- Native Speaker
- English- Professional Speaker

INTERESTS

- Photography
- Travelling
- Football
- Gaming

EXTRA-CURRICULAR ACTIVITIES

Director of Photography
BRAC University Adventure Club
September, 2017 to October, 2018

CAREER OBJECTIVE

Having dual major in Accounting and Human Resource Management I want to work where I can learn new things and develop by contributing to the organization and to grow in future to the fullest.

EDUCATION

- ✚ Bachelor of Business Administration (2019)
BRAC University
Accounting and Human Resource Management
CGPA 3.20/ 4.00
- ✚ Higher Secondary Certificate
Savar Cantonment Public School and College (2014)
Business Studies
GPA 5.00/ 5.00
- ✚ Secondary School Certificate
Dighulia Shahid Mizanur Rahman High School (2012)
Business Studies

Work EXPERIENCE

- ✚ **BRAC**
Intern- Human Resource Division of BRAC International
September, 2019 to December, 2019
Job Responsibilities:
 - Coordinate recruitment & selection process.
 - Take part at different Employee engagement initiatives for increasing the employee motivation.
 - Participate & organize different training, meeting and session.
 - Ensure, coordinate and facilitate the on boarding of new staff.
 - Process documentation and prepare reports relating to HR activities (staffing, recruitment, quarterly board meeting etc.)
 - Involve in CV sorting and maintain CV-Bank for potential candidate sourcing
 - Assist supervisor to create interviews score sheet card documentation

REFERENCES

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