



S.M. Saifur Rahaman

Human Resource

ABOUT ME

Name : S.M. Saifur Rahaman
Father's name : S.M. Gias Uddin
Mother's name : Afroza Begum
Date of Birth : 04-08-1995
Nationality : Bangladeshi (By Birth)
Religion : Islam
Marital Status : Single
Gender : Male

CONTACT

Bank Colony,
Fatullah, Narayanganj.

+88 01682 068 191

tamal0102@gmail.com

PROFICIENT SKILLS

- Keep personal file for all workers and staff with service book.
- Provide training to all workers.
- Maintain attendance register to prepare salary sheet.
- Floor visit on daily basis

EXPERTISE

MS Office

Bangla Language

English Language

REFERENCE

Md. Tuhin Hussain

Lecturer and MBA Coordinator,
Business Administration
Bangladesh University
Cell: 01625328343
Email: tuhinhussain65@gmail.com

Afsana Tajnin

Lecturer, Business Administration
Bangladesh University
Cell: 01705160292

CAREER OBJECTIVE

Dedicated professional with hands-on personnel management experience and business related academic knowledge that blends seamlessly into a position such as Human Resources Officer. Adept at addressing sensitive issues and maintaining the strictest of confidentiality. Particularly organized and efficient with a flair for prioritizing.

EXPERIENCE

2020 **HR Officer**
Fresh Apparels Ltd
From June 1, 2020 – Present

2020 **Human Resources (Intern)**
Pacific Export
From March 1, 2020 to May 31, 2020
Successfully faced the SEDEX audit and BSCI audit.

2019 **Project manpower management (Intern)**
Jamuna Dredging and Engineering Co. Ltd.
A sister concern of Al-Mamun Group.
3 months

ACADEMIC BACKGROUND

2019 **Bachelor of Business Administration (Honors)**
Human Resource Management
Bangladesh University
3.03 out of 4.00

2014 **Higher Secondary School (H.S.C)**
Science
Narayanganj University College
Dhaka Board
3.80 out of 5.00

2011 **Secondary School Certificate (S.S.C)**
Science
Fatullah Pilot High School
Dhaka Board
4.06 out of 5.00

PROFESSIONAL QUALIFICATION

2020 **PGD IN HRM**
Bangladesh Institute OF Management
Running.

2019 **HR & Compliance Training**
In a Private Consultant

INTERESTS

