

Resume



Md.Ahkam Rahman

**Mailing Address: 271,Fokirapool
Motijheel, Dhaka-1000**

Cell :+8801674710937

E-mail : rahman2574.2600@gmail.com

Objective:

To strive for excellence, and to work in such an environment that will enhance my knowledge and career, where I can perform my management skills according to my strong caliber and efficiency and to serve my organization in best possible way with sheer determination and commitment.

Work Experience:

Company Name	Designation	Time Period
Medicon Pharmaceuticals Limited	Asst. Officer, HR	19-02-2017 to Till Date

Job Description:

- Recruitment and Selection. The HR department finds the right people for open positions.
- Compensation and Evaluations.
- Training and Development.
- Employee Incentives.

Academic Qualification:

Education Accreditation	Institution	Board	Major	Passing Year	CGPA
Masters of Business Administration	World University of Bangladesh	N/A	HRM	2019	3.19 Out of 4.00
Bachelor of Business Administration	World University of Bangladesh	N/A	HRM	2016	2.64 Out of 4.00
Higher Secondary Certificate	Shidhwashary Degree College	Dhaka	Business Studies	2012	4.00 out of 5.00
Secondary School Certificate	Motijheel Model High school & College	Dhaka	Business Studies	2010	4.69 out of 5.00

Additional Qualification:

I am doing PGD (Post Graduation Diploma) IN HRM at Bangladesh Institute of Management. (BIM)

Computer Oriented skills & Experience:

1. **Operating Environments:** Microsoft Windows.
2. **Application Package:** Microsoft Office – Word, PowerPoint, Excel.
3. **Hardware:** Parts installation and maintenance.
4. **Software:** Application installation and Trouble minimizing.
5. **Typing:** Moderate
6. **Internet:** Browsing, Email Checking-Sending and Receiving.

Communication skills:

I have good verbal & written skills both in English & Bengali.

Personal Information:

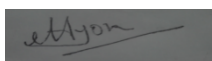
- **Father's Name** : Md. Mizanur Rahman
- **Mother's Name** : Shahana Rahman
- **Permanent Address** : 271,Fokirapool,Mothijheel,Dhaka (South)
- **Date of Birth** : 31st December, 1994
- **Nationality** : Bangladeshi (By Birth)
- **Marital Status** : Single
- **Religion** : Islam
- **Sex** : Male
- **Blood Group** : B+

References:

1. Farida Pervin Flora
Advocate
Bangladesh Supreme Court
Mobile: 01711153734

2. Ahamed Rownok Gias
Manager, Pre-sales
Multimode Limited
Contact: +88 01842241138
Email: ahamed.gias@multimodebd.com

I hereby declare that all the details furnished above are true to the best of my knowledge and belief



Md. Ahkam Rahman

