

AHSAN SHARIF UDDIN

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EDUCATION

North South University (Dhaka, Bangladesh)

May 2016 – April 2019

Masters of Business Administration, Major in Human Resources Management. CGPA: 2.78/4.00

Major GPA: 3.22 / 4.00

Daffodil Institute of IT (Under National University) (Dhaka, Bangladesh)

March 2010 – December 2014

Bachelor of Business Administration, Major in Marketing

GPA: 3.16/4.00

PROFESSIONAL EXPERIENCE

Jamuna Group (Dhaka, Bangladesh)

August 2019 - Present

Junior Executive – HR

Website: <https://jamunagroup.com.bd/>

Jamuna Group is one of the largest Bangladeshi industrial conglomerates. The industries under this conglomerate include Textiles, Chemicals, Leather, Motor cycles, Consumer products, Media, Advertisement etc.

Responsibilities:

- Assist with day to day operations of the HR functions and duties
- Support in recruitment activities like shortlisting CVs, sending interview calls, interview coordination.
- Explores the market best practices in the recruitment and staffing and implement appropriate best practices in the organization
- To maintain management guidelines by preparing, updating, and recommending human resource policies and procedure
- Present shortlisted candidates and provide detailed profile summaries
- Keep track of market trends and best practices for effective placement of prospective candidates

LankaBangla Investments Limited (LBIL) (Dhaka, Bangladesh)

March 2015 – May 2015

Intern, Business Development

Website: <http://www.lankabangla-investments.com/>

LankaBangla Investments Limited (LBIL) a fully owned subsidiary of LankaBangla Finance Limited, one of the leading NonBanking Financial Institutions in Bangladesh. LBIL is engaged in providing investment banking services and Investment Management Services for its clients.

- Maintained relationship approach with the prospective customers.
- Working in Excel with the collection of data for reputed financial organization and stock market rate.
- Learning investments banking by co-workers.

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

JAAGO Foundation (Dhaka, Bangladesh)

September 2016

Volunteer

Event Title: Great Kindness Challenge.

On the 4th of September, 2016, Volunteer for Bangladesh, will celebrate the "Great Kindness Challenge". With flowers and cards, the students of the JAAGO Foundation and the volunteers of JAAGO foundation will thank the Police

Department, Fire Fighters, Journalists, Social Workers and some of the heroes who are hardly thanked for their continuous service and dedication towards the society.

TRAININGS & WORKSHOPS

Alison.com (Online)

August 2019

Title: Introduction to Time Management

Website: alison.com

Alison is one of the world's largest free learning platforms for education and skills training. It is a for-profit social enterprise dedicated to making it possible for anyone, to study anything, anywhere, at any time, for free online, at any subject level. ■

Benefits of Being Organized

- Time Management Tips
- The Right State of Mind
- Work with procrastination
- Review the commitment

1. Title: Recruitment As A Part of Your Corporate BrandWebsite: [udemy.com](https://www.udemy.com)

Udemy.com is the world's largest online learning platform. It is aimed at professional adults and students. Udemy has more than 30 million students and 50,000 instructors teaching courses in over 60 languages

- Sales Approach in Recruitment
- Recruitment As A Service
- Branding Recruitment
- Evaluate and optimize the recruitment process

2. Title: Employee Engagement

- Introduction to Employee Engagement
- The Employee Engagement Imperative
- The Nature of Work

North South University

April 2018

Title: Excel - Module 1 (Basic)

Website: <http://www.northsouth.edu/>

North South University is the first official non-government university in Bangladesh. Its Business School is also the first in Bangladesh to receive American accreditation from ACBSP in 2015.

- Introduction to Excel
- Basic formatting techniques
- Math & Statistical Functions
- Date & Time Functions
- Text functions
- Group Rows and Columns

Leadership Excellence & Development (LEAD) (Dhaka, Bangladesh)

October 2017

Title: Mastering Effective Communication

Website: <http://www.lead.vision/>

LEAD is the first Leadership program for enthusiastic youths which has been assured by Pearson (world's largest education provider) and endorsed by United Nations Global compact Learning the inspiring factor in communication. ▪ Identify and overcome key barriers to communication

- The 7c's of communication
- Grow public speaking skills

Bangladesh Youth leadership Center (Dhaka, Bangladesh)

December 2016

Title: Art and Practice of Leadership

Website: <https://bylc.org/>

BYLC works to bridge gaps in society by uniting youth from diverse backgrounds, equipping them with leadership, problem solving and teamwork skills, and engaging them in community service and active citizenship.

- To know about Leadership effectively
- To learn about communication confidently
- Easily problem solving
- To take a right decision in right situation
- Maintaining capacity buildup as team as a leader
- To be an active citizenship

ADDITIONAL SKILLS**Skills:** Proficient in Excel, PowerPoint, Word.**Interests:** Socializing with friends and family, playing football and cricket on weekly basis, reading books, solving puzzles, listening to music, visiting new places and watching movies.**Languages:** Bangla (native); English (advanced)**REFERENCES****Dr. M. Khasro Miah**

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