

Khandokar Shams Tabrez Raiyan

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CAREER GOAL

Would like to build my career in an organization's Human Resource Department where I will get to learn new things and where international standards strictly followed. Instead of running behind money, I would like to gather experiences like no other and excel in the path I follow to fulfil my dreams.

WORK EXPERIENCE

- Organization:** Samsung R&D Institute Bangladesh Ltd. (November 2019 – March 2020)
Designation: Intern, Talent Acquisition.
Department: Human Resources.
Duties/Responsibilities:
 - CV sorting and CV bank management.
 - Assisting in pre-employment examination.
 - Arranging and coordinating interview sessions.
 - Assisting in interview calls and job candidate handling.
 - Keeping employees files and records in chronological manner.
 - Coordinating and assisting in day-to-day training operational activities.
 - Maintaining the employee's personal file with all related papers as updated.
 - Assisting in pre-employment HR activities and induction session (Documentation and Filing).
- Organization:** Expo Group, Bangladesh. (August 2019 – October 2019)
Designation: HRIS Data Operator.
Department: Human Resources.
Duties/Responsibilities:
 - Entering Employee data from source documents within time limits.
 - Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
 - Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
 - Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.

EDUCATION

1. **PGDHRM (Enrolled)** **United International University.**
Post Graduate Diploma in Human Resources Management.
2. **MBA (2019)** **Independent University, Bangladesh.**
Master of Business Administration.
Major: Human Resources Management.
CGPA: 3.08
3. **BTHM (2016)** **Victoria University of Bangladesh.**
Bachelor of Tourism & Hospitality Management.
CGPA: 3.78
4. **ISC (2011)** **Himalayan International Residential School.**
Indian School Certificate.
New Delhi Board.
Commercial Studies.
Percentage: 70%
5. **ICSE (2009)** **Himalayan International Residential School.**
Indian Certificate of Secondary Education.
New Delhi Board.
Commercial Studies.
Percentage: 72%

TRAINING

1. **Training Title:** Certificate in Computer Office Application
Institute: Bangladesh Technical Education Board (BTEB)
Year: 2019

SKILLS

- Good computer knowledge in **M.S Word, M.S Excel, M.S Power Point & M.S Access.**
- Excellent command over the **English** language both spoken and written.
- Believes in **Team Work.**
- **Yes, I Can** attitude.

CO-CURRICULAR ACTIVITIES

- Took part in the Dhaka International 10 Km. Marathon Run 2013, completed successfully, and was awarded with a participation medal.
- Was appointed as the Head Boy of the school and college for the academic year 2009-2011.
- Was awarded as the Spirit of HIRS (the highest award given to an individual student in the school) in the year 2011.
- Was awarded thrice with the All Round Contribution and Outstanding Achievement Award for the academic year 2007-2008, 2008-2009 and 2010-2011.
- Was awarded with the Outstanding Achievement Award in Community Service in the year 2011.
- Took part in Bangla Debate from the academic year 2005-2011 and was awarded winner and runners up respectively.
- Represented HIRS in different interschool Dance Competition and Football Competitions from 2007-2011 and was awarded with Participation Certificates Respectively.
- Respectively achieved many awards in the field of athletics, which consists of track events (100m, 200m, 400m and 800m) Shot Put, Javelin and Discus.
- Respectively achieved many awards in the field of swimming which consists of three strokes (Front Crawl, Back Stroke and Breast Stroke).

PERSONAL INFORMATION

- **Father's Name** : Late Khandoker Ali Ahad.
- **Mother's Name** : Rahmina Beauty.
- **Religion** : Islam.
- **Marital Status** : Married.
- **Nationality** : Bangladeshi.
- **Passport No.** : BE 0978783
- **National ID No.** : 595 414 2054
- **Birth Certificate No.** : 19912692511154766
- **Date & Place of Birth** : 09 May 1991. Dhaka.
- **Present Address** : House No 11, Road No 12, Kallyanpur, Dhaka-1207.
- **Permanent Address** : Bhogdaburi, Chilahati, P.O. Domar, Dist. Nilphamari.

REFERENCE

Gazi Munir Uddin

Sr. Professional and Head of HR
Samsung R&D Institute Bangladesh Ltd.
Email: munir.hr@samsung.com
Contact No: +8801730783287
Relationship: Professional.

Md. Bashiur Rahman Abir

Executive - Talent Acquisition
Human Resources
Expo Holdings (BD) Ltd.
Email: abir@expogroup-bd.com
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Relationship: Professional.

DECLARATION

I do hereby declare that the information given above is true to the best of my knowledge.

SIGNATURE



(Khandokar Shams Tabrez Raiyan)