

# ASHRAFUL ALAM GALIB



## CONTACT

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## EDUCATION

### BBA

North South University  
Major: Human Resource  
Management & Marketing  
(Spring'2014 – Summer'2018)

### HSC

ST. Joseph Higher Secondary  
School  
Science  
2013

### SSC

ST. Gregory's High School  
Science  
2011

## SKILLS

Tech savvy  
Excellent in Microsoft  
PowerPoint  
Proficient in MS Excel  
Time Management  
Synergy  
Blogging, Content Writing  
Adaptability  
Project Management  
Human Resources Information  
Software (HRIS)

## CAREER OBJECTIVE

A dynamic individual with highest ethical standards, a sense of personal initiative and problem solving abilities, who is eager to work in a vibrant and challenging environment where employees are valued and provided with new opportunities

## EXPERIENCE

- **Beatnik Digital**  
May 2019 – Present  
HR Executive  
Responsibilities
  - Talent Acquisition & Recruitment
  - Monitor staff performance and attendance activities
  - Administer staff disciplinary formalities
  - Provide decision support through HR metrics
  - Employee Salary Disbursement
  - Organize in-house training sessions
  - Bridge management & employee relations by addressing demands, grievances or other issues
  - Manage Beatnik's website and social media platform
- **Sheba.xyz**  
December 2018 – April 2019  
Digital Engagement Executive  
Branding  
Responsibilities
  - Content and Ideation
  - Revising the Corporate profile of Sheba.xyz
  - Blogs, Copy, Captions for content on Sheba platforms online channels
  - Prepare PR Articles on Sheba.xyz's ventures for Daily Newspapers and online medias
- **Banglalink Digital Communications Ltd.**  
May 2018 – September 2018  
Intern (Advanced Internship Program)  
Product, Data Business (Marketing)

## INTERESTS

Music  
Football  
Photography  
Blogging  
Travelling  
Movies and TV Series'

## ONLINE COURSES

Facebook Blueprint (Ongoing)  
Google Garage (Ongoing)

## RELEVANT CONTENT

Blogs for Sheba:

<https://www.sheba.xyz/blog/bn/author/galib/>

Personal Archives:

[https://drive.google.com/open?id=1e1YaqbJksAUSAft503c\\_3d4HQ4\\_r0J9g](https://drive.google.com/open?id=1e1YaqbJksAUSAft503c_3d4HQ4_r0J9g)

## EXTRACURRICULAR ACTIVITIES

- 2019: Runner Up, Gregorian Football League
- 2018: Semi-Finalist of AdMaker'2018
- 2017: Organizer, Knowledge Fiesta - SGHS
- 2016: Organizer, Masters of Ideation, AdMaker
- 2015, 2016: Senior Member of Young Entrepreneurs Society (Yes), NSU
- 2012: Runner Up, Inter College Football Championship (National Level)
- 2012: Vice Captain, Josephite Football Team
- 2010: Vice President, Gregorian Science Club
- 2010, 2009, 2005: Champion at National Level Science Fair Bangladesh (School Level)

## REFERENCES

Mahneel Musa

Finance Manager

Finance and Admin

Beatnik Digital Ltd.

Email:

mahneelmusa@gmail.com

Contact no: 01680097698

K M Raihan

Segment Senior Manager

Marketing

Banglalink Digital Ltd.

Email:

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Contact no: 01962424493