



## Md. Mahiuddin Rana

📍 House: 7, Lane: 5, South Tangra, Sarulia-1361, Demra, Dhaka

☎ +8801911200420

✉ dccrana72@gmail.com

Born 17 May 1987

### Career Objective

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In quest of challenging opportunities to gain utmost competence in the field of HR Management, Banking, Finance, Corporate and Business research through enthusiasm, hard work, ethics, sincerity and brilliance.

### Work Experience

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Jan 2018 – present

#### HR Executive

Mohona TV Ltd., House: 8, Road: 7, Section: 7, Pallabi, Mirpur, Dhaka-1216

- Performing day to day HR related activities in coordination with other departments for smooth business operations.
- Working with payrolls, compensation, personal policies and appraisal methods.
- Determining HR department's requirements.

Dec 2017 – Dec 2018

#### Junior HR Executive

Euphoria Textile, Narayanganj

- Worked with payroll system and HR policies.

### Education

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2013 – 2015

#### Master of Business Administration (Major: Human Resource Management)

From University of Liberal Arts, Bangladesh

- CGPA: 2.86 out of 4.0

2005 – 2009

#### Bachelor of Business Administration (Major: Finance)

From Dhaka City College (Under National University, Bangladesh)

- CGPA: 2.85 out of 4.0

2004

#### HSC (Business Studies)

From Dhaka Bigyan College under Dhaka Board

- CGPA: 3.80 out of 5.0

2002

#### SSC (Business Studies)

From A.K High School under Dhaka Board

- CGPA: 3.50 out of 5.0

### Internship

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Jan 2011 – Mar 2011

#### EXIM Bank Ltd, Shimrail Branch, Narayanganj

Served internship under supervision of Mohammed Rafiqul Hasan, Executive Officer, EXIM Bank Ltd.

### Certification

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Jan 2012 – Apr 2012

#### Computer Operating Course

From Tarunnya Computer Institute, Sarulia, Demra, Dhaka

## Academic Reports

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Report on Performance Appraisal System of ACI Ltd. Bangladesh

Report on General Banking System of EXIM Bank, Bangladesh

### IT skills

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- Microsoft Office
- Adobe Photo shop
- Internet Applications

### Personal skills

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#### Strengths

- Strong motivational and leadership skills.
- Ability to work under pressure.
- Ability to work individually as well as in a team.
- Quick learner.
- Positive attitude.

#### Languages Known

- English : Read, Write, Speak
- Bangla : Read, Write, Speak

### References

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#### **Md Elias Hossain**

Manager  
Marketing & Sales, Mohona TV Ltd  
Contact: 01717306768  
Email: eliyas.tvmarketing@gmail.com

#### **Shah Mohammad Mohsin**

First Assistant Vice President  
Prime Bank Limited  
Contact: 01716491509  
Email: smmohsin75@yahoo.com