

# Rakib Hassan

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NORTH BASSABOO, DHAKA

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## CAREER OBJECTIVE ||

*To ensure unwavering growth as a HR professional through utmost diligence, dedication and innovation sustained by a base of appurtenant knowledge and expertise.*

## WORK EXPERIENCE ||

AS JUNIOR EXECUTIVE,  
ADMIN & HR

PLEDGE HARBOR INTERNATIONAL SCHOOL :  
1ST OCTOBER, 2019 – TILL DATE  
(A concern of Viyellatex group)

Key responsibilities:

HR related:

- Contributing in the process pertaining to job analysis
- Sourcing C.Vs and short listing potential candidates before arranging & coordinating interviews
- Ensuring initial employee onboarding (along with conducting orientation programs) as per the policies
- Ensuring the collection and scrutinization of vital documents for employee personal files
- Issuing employee ID cards, business cards and corporate sim cards
- Opening salary accounts and keeping proper coordination with personnel directing payroll services
- Maintaining leave, attendance and deduction related records
- Arranging accommodation and other associated facilities for expatriates
- Managing all outward remittance/reimbursement related affairs of expatriates
- Providing coordination in the visa related affairs (extension/others) of expatriates
- Managing all employee related records (Both in physical and computerized form)
- Acting as a coordinator and negotiator in a variety of matters
- Managing the processing of salary of all non management staff
- Ensuring a smooth flow of affairs related to confirmation of service/performance appraisal of employees
- Conducting audits on a regular basis
- Assisting the senior management with employee disciplinary procedures
- Managing the process related to the termination/separation of employees

Admin & accounts related:

- Managing vendors on a daily basis
- Dealing with procurement related issues
- Overseeing the daily works performed by the office assistants
- Managing inventory of multiple types
- Overseeing the additional organizational property related operations
- Ensuring the proper processing of bills
- Assisting the senior management in the formulation/execution of official policies/SOP
- Managing all online portals used for interaction/dispersal of notifications (E.g. Infobuzzer, Twak.to)
- Playing vital roles in organizing in-house events

- Preparing budgets for different purposes
- Managing affairs related to cash brought inward via IOU slips
- Managing petty cash and other funds

AS INTERN,  
ADMIN & HR

PLEDGE HARBOR INTERNATIONAL SCHOOL :  
1ST JULY, 2019 – 30TH SEPTEMBER, 2019  
(A concern of Viyellatex group)

Key responsibilities:

- Assisting in the overall selection, recruitment, assessments of performance and termination/separation processes
- Preparing official documents of miscellaneous natures
- Handling employee onboarding related matters
- Managing leave/attendance records and employee personal files
- Dealing with a multitude of expatriate related affairs
- Ensuring the proper processing of the salary of all non management staff
- Dealing with vendors and affairs related to procurement of different goods
- Contributing in preparation of budgets and the arrangement of associated in house events
- Managing petty cash and other funds

## EDUCATIONAL QUALIFICATIONS ||

BACHELOR OF BUSINESS ADMINISTRATION (BBA)  
MAJORING IN HUMAN RESOURCE MANAGEMENT

EAST WEST UNIVERSITY  
2013-2017

H.S.C.  
BUSINESS STUDIES (GPA 5.00)

NOTRE DAME COLLEGE  
2012

S.S.C.  
BUSINESS STUDIES (GPA 5.00)

IDEAL SCHOOL AND COLLEGE  
2010

## EXTRACURRICULAR ACTIVITIES AND INTERESTS ||

- Music
- Creative writing
- Photography
- Travelling

## REFERENCES ||

Israt Al Karim  
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Pledge Harbor International School  
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