

# Khandokar Shams Tabrez Raiyan

Mobile No: +8801680139088

E-mail: khandokarshamstabrez@gmail.com

LinkedIn: Khandokar Shams Tabrez Raiyan



## 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 are 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

1. **Organization:** Samsung R&D Institute Bangladesh Ltd.  
**Department:** Human Resources.  
**Designation:** Intern, Talent Acquisition (November 2019 – March 2020)  
**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).
2. **Organization:** Expo Group, Bangladesh.  
**Department:** Human Resources.  
**Designation:** HRIS Data Operator (August 2019 – October 2019)  
**Duties/Responsibilities:**
  - Entering Employee data from source documents within time limits.
  - Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
  - Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
  - Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
3. **Organization:** The Westin Dhaka.  
**Designation:** Management Trainee Officer (February 2017 – May 2017)  
**Duties/Responsibilities:**
  - Making Pro Forma for the coming events.
  - Responsible for the day-to-day sales and marketing work.
  - Talking to foreign guests, taking their grievance and trying to solve them.
  - Making sales call and sales offers to different Multinational and National companies.
4. **Organization:** Radisson Blu Dhaka Water Garden.  
**Department:** Food & Beverage Service.  
**Designation:** Trainee (March 2016 – May 2016)

## **EDUCATION**

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

## **TRAINING**

1. **Training Title:** Computer Office Application  
**Institute:** Bangladesh Technical Education Board (BTEB)  
**Year:** 2019
2. **Training Title:** Data Handling Procedures  
**Institute:** The Westin Dhaka  
**Year:** 2017
3. **Training Title:** Marriott + Starwood Overview  
**Institute:** The Westin Dhaka  
**Year:** 2017

## **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.
- **Spouse's Name** : Tahmina Islam.
- **Date & Place of Birth** : 09 May 1991 Dhaka.
- **Sex** : Male.
- **Religion** : Islam.
- **Nationality** : Bangladeshi.
- **National ID No.** : 595 414 2054
- **Birth Certificate No** : 19912692511154766
- **Passport No.** : BE 0978783
- **Marital Status** : Married.
- **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  
Contact No: +8801847052223  
Relationship: Professional.

## **DECLARATION**

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

## **SIGNATURE**



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(Khandokar Shams Tabrez Raiyan)