

# RESUME OF ABDUR RAZZAK



## **Mailing Address**

MKSA Building, RAB # 07 Road,  
North Patenga, Chittagong.  
E-mail: razzakhrcu@gmail.com  
LinkedIn: <https://www.linkedin.com/in/abdur-razzak-024418178/>  
Contact no: 01834-780256

## **Career Objective**

To secure a full time human resource position in a fast paced environment utilizing ability to perform administrative and clerical functions to support the human resource department.

## **Work History**

### **Gao Tek Inc**

1 August 2019- 8 November 2019

Virtual HR Assistant

#### **Key Duties & Responsibilities:**

- Posting job ads on general career websites, university and college career websites, and internship websites, social networking site
- Collecting questionnaires and reply to the candidates
- Short listing candidates and scheduling interviews
- Taking interview of shortlisted candidates
- Assisting senior staff for taking interview of candidates
- Conducting induction of newly hired employees
- Reporting all daily activities through EXCEL

### **Heidelberg Cement Bangladesh Limited**

2 May 2019 – 31 July 2019

HR Intern

#### **Key Duties & Responsibilities**

- Working with experienced HR Employees to learn about HR Laws and Regulations, Recruitment & Selection, Training &, Performance Appraisal, Compensation Management and Employee Relation
- Visiting factory with supervisor and note down the problem
- Routinely supervising workers and addressing questions
- Preparing materials for orientation
- Preparing material for safety sign
- Revamped training manual
- Creating & managing personnel files

## Academic Qualification

- **Master of Business Administration (MBA)**  
Institution : University of Chittagong  
Major : Human Resource Management  
CGPA : Appeared
- **Bachelor of Business Administration (BBA)**  
Institution : University of Chittagong  
Major : Human Resource Management  
Passing Year : 2017 (Result Published: 2019)  
CGPA : **3.40 out of 4.00**
- **Higher Secondary Certificate (H.S.C)**  
Institution : Chittagong Government Commerce College  
Group : Business Studies  
Year : 2013  
GPA : **5.00 out of 5.00**
- **Secondary School Certificate (S.S.C)**  
Institution : T.S.P Complex Secondary School, Chittagong.  
Group : Business Studies  
Year : 2011  
GPA : **5.00 out of 5.00**

## Extra-Curricular Activities

<b>Youth Career Institute</b>	1 August 2019– Present
Youth Ambassador	
<b>Chittagong University Human Resource Club</b>	1 April 2019 – Present
General Member	
<b>Team Chittagong</b>	1 July 2018 – Present
Captain	
<b>Volunteer for Bangladesh</b>	1 January 2018 – Present
Volunteer	

## Personal Skills

- Proficient in Word, Excel, PowerPoint, and E-mail
- Ability to effectively learn and acquire new knowledge and skills
- Ability to share knowledge and work in a strong team oriented environment
- Proficient at presentation and public speaking
- Having sound knowledge both in speaking and writing Bengali and English

## Reference

### 1) Shanewaz Mahmood Sohel

Associate Professor  
Department of HRM  
University of Chittagong  
Contact: +88 01711306208  
Email:sohel@cu.ac.bd

### 2) Mohammad Emran

Assistant payroll Manager  
Heidelberg Cement Bangladesh Ltd  
Contact: +8801713255614  
Email:md.emran@heidelbergcement.com

*Abdur Razzak*

Abdur Razzak