

Abdul Baten Rafi

Address: House-32, Lane-17, Purbachal Road, North Badda, Dhaka-1212.

Mobile: 01732278677.

E-mail: baten.rafi@yahoo.com

Linked In: Abdul Baten Rafi.

**Objective:**

Trying to develop organizational goal with my education and experience.

Experience:

1. Senior Officer (HR & Admin) - September 22, 2019 to August 13, 2020.

Company Name: Square Group (Aegis Services Ltd, Square pharmaceuticals Ltd.)

Job Responsibility:

- a. Coordinate recruitment activities.
- b. Coordinate training a per TNA and training calendar.
- c. Assist to maintaining transportation & driver.
- d. Assist to maintain office decoration.
- e. Assist to maintain leave management.
- f. Assist to maintain shift management.
- g. Assist to maintain attendance.
- h. Assist to maintain bill related issue.
- i. Assist to maintain disciplinary procedure and investigate employees problem and discuss with higher authority.
- j. Giving my opinion during the auction of company goods as an auction board member at the end of each year.
- k. Monitoring store management.
- l. Employee research and audit.

2. Officer, Training (HR & Admin)- March 22, 2017 to September 12, 2019

Company Name: G4S Secure Solutions Bangladesh (P) Ltd.

Job Responsibility:

- a. Identify and assess current & future Training needs through Job analysis & performance management system.
- b. Giving training to all securities and officers.
- c. Training Center recruitment and selection process management.
- d. Assist to maintain leave management.
- e. Assist to maintain shift management.
- f. Assist to maintain attendance.
- g. Assist to maintain office decoration.
- h. Monitoring to purchase office equipment, decoration material, official use material, branding material, electronic material, computer, computer accessories, printer, etc.
- i. Prepare training modules & keep improving according to business requirements.
- j. Initiate employee brand building programs with external stakeholders to uphold organizational image.
- k. Manage & Develop the Management Development Program in order to prepare future leader.
- l. Investigate employees problem and discuss with higher authority.
- m. If necessary, go for a visit.

3. Lecturer (Human Resource Management) – January 01, 2016 to February 28, 2017

Company Name: IBAIS University.

Job Responsibility:

- a. Giving Lecture.
- b. Taking Exam.
- c. Collecting assignment and project from students.
- d. Evaluation exam script.
- e. Research based work.

4. HR Executive (HR & Admin)- November 01, 2014 to December 31, 2016

Company Name: Ideal Comilla Foundation (ICF).

Job Responsibility:

- a. Coordinate recruitment activities.**
- b. Assist to maintain office decoration.**
- c. Coordinate training a per TNA and training calendar.**
- d. Assist to maintain leave management.**
- e. Assist to maintain shift management.**
- f. Assist to maintain attendance.**
- g. Making & Checking Bill.**
- h. Investigate employees problem and discuss with higher authority.**
- i. Employee research and audit.**
- j. Employee compensation and benefits.**
- k. Giving motivation to employee.**
- l. Arranging some training for employees.**
- m. Monitoring to purchase office equipment, decoration material, official use material, branding material, electronic material, computer, computer accessories, printer, etc.**
- n. Assist to maintaining transportation & driver.**
- o. Monitoring store management.**

5. Intern – October 01, 2012 to December 31, 2012

Company Name: Islami Bank, Bangladesh.

Job Responsibility:

- a. Support to seniors and managers for overall banking process.**

6. Admin Executive (HR & Admin)- January 01, 2008 to February 01, 2011

Company Name: Golden Bangladesh.

Job Responsibility:

- a. Monitoring to purchase office equipment, official use material, branding material, computer, computer accessories, printer, etc.**
- b. Making bill.**
- c. Assist to maintain office decoration.**
- d. Internet based work.**
- e. Data entry, etc.**

Educational Qualification:

Post-Graduation: MSS in Industrial Relation and labor welfare.

Institution: Jagannath University.

Passing year: 2020.

Result: Continue.

Post-Graduation: MBA in Human Resource Management.

Institution: North South University.

Passing year: 2017.

Result: 2.72.

Post-Graduation Diploma: PGD in Human Resource Management.

Institution: Bangladesh Institute of Management Studies.

Passing year: 2015

Result: Pass.

Graduation: LL.B (Friday & Saturday)

Institution: AtishDipankar University of Science & Technology.

Passing year: 2013

Result: 2.97

Graduation: BBA in Human Resource Management.

Institution: City University.

Passing year: 2012

Result: 2.93.

Higher Secondary School: HSC in Business Studies.
Institution: Milestone College.
Passing year: 2008.
Result: 4.70.

Secondary School: SSC in Science.
Institution: Badda Alatunnesa Higher Secondary School.
Passing year: 2006.
Result: 3.94.

Professional Training & Certification:

- 1. Training on Professional Back Office Services from SEIP, under ministry of finance- 90 days.**
- 2. Training on Health & Fire Safety from Fire Service-04 days.**
- 3. Training on Health & Safety from Bangladesh Red Crescent Society-2 days.**
- 4. Training on General Banking from Islami Bank Training & Research Academy- 15 days.**
- 5. Training on Human Resource Management from The Experience Academy- 01 day.**
- 6. Training on Leadership from Lion's Club- 01**
- 7. Training on Developing Human Resource Management from BSHRM- 01 day.**
- 8. Training on Challenges of HR professionals & employees from BSHRM- 01day.**

Computer Skill:

Able to Operate MS Word, MS Excel, MS Power Point, Internet browsing.
Certified from Bangladesh Technical Education Board, Dhaka.

Publication:

- ❖ Applicant Screening and Selection in an Organization- The Daily Peoples Time.**
- ❖ Importance of Training for Newly Recruited Employees- The Daily Peoples Time.**

Language Skill:

Proficient in reading, writing and speaking both in English & Bengali.
Course Complete Certified from British Council for IELTS.
Course Complete Certified from Saifur's for Natural-Spoken course in English.
Course Complete Certified from New Zealand Academy, BD.

Extra Curriculum Activities:

1. General Member of Bangladesh Society of Human Resource Management (BSHRM).
2. Legal Advisor of Legal Action Bangladesh (Human Rights Organization).
3. Advisor of criclivebd.com (Online news).
4. Member of Alumni Association of North South University.
5. Member of Alumni Association of City University.
6. Member of BD Runners (Sports Group).
7. Ex- Vice President of Leo club of Dhaka Anamika Plus (Lion's Club).
8. Ex- Member of NSU MBA club (North South University).
9. Ex- Member of Spondon club (City University).

Soft Skill: Teamwork, Convincing, Inspiring, Influencing, Negotiation, Leadership.

Interest and Hobbies: Traveling, Running, Reading, Internet browsing.

Personal Information:

Father's Name: Md. Barek.

Mother's Name: Mariam Begum.

Date of Birth: 19th March 1990.

Religion: Islam.

Place of Birth: Dhaka.

Marital Status: Married

Gender: Male

Blood Group: B+

Nationality: Bangladeshi

Reference:

1. Miftahul Bari, Assistant Professor, Jagannath University, Phone: 01718714955.
2. Tamjid Ahmed Chowdhury, Assistant Professor, Director E/MBA Program, North South University, Phone: 01712181306.
3. Dr. Mohammad KhasroMiah, Professor, E/MBA program, North South University, Phone: 01755593901.

DECLARATION: “I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, I AUTHORIZE THE RECIEVER OF THIS RESUME TO VARIFY THE INFORMATION PROVIDED IN THIS RESUME.”

.....

Abdul Baten Rafi

Date: