



Md. Nahian Akib

BBA (Human Resource Managemnet)
S/O Md. Emon Mostofa and Nigar Sultana
122/ka china Building gali, Azimpur,
New market, Dhaka- 1205
Phone: 01742-669970
E-mail: akibnahian33@gmail.com
Date of birth: August 05, 1996

Career Objective

To employ my knowledge and skills with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Work Experience

Organization: Field Nation Ltd.
Position: Executive – Talent Acquisition & Employer Branding
Department: Human Resource
Duration: January 01,2020 to Present

Job Responsibilities:

- Conducts The day-to-day recruiting/placement activities
- Helping the recruitment team of US office in sourcing for the hard to fill positions
- Prepare Job ads, conduct tests/interviews and determining the selection criteria
- Proactively sourcing candidates to build pipeline for the future needs
- Planning and executing the on-boarding program for the new hires
- Responsible for posting relevant contents on the company social media page for the purpose of employer branding
- Connecting and building rapport with the University placement offices
- Helping the HR Manager in developing SOPs

Organization: Field Nation Ltd.
Position: HR Assistant (Recruitment)
Department: Human Resource
Duration: October 15,2018 to December 31, 2019

Job Responsibilities:

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteria
- Plan interview and selection procedures, including phone interview, assessments of the candidates.

- Connecting with University placement offices
- Handling the on-boarding of new employees.
- Foster long-term relationships with past applicants and potential candidates

Organization: Square Toiletries Limited
 Position: Intern
 Department: Human Resource
 Duration: May 29,2018 to August 29,2018

Academic Records

Master of Business Administration - (Enrolled)

BRAC Business School, BRAC University

Bachelor of Business Administration (Human resource Management) 2015- 2018

Department of Business Administration, American International University-Bangladesh (AIUB)

C.G.P.A – 3.89 out of 4.00

Higher Secondary Certificate Examination (Commerce group) - 2014

Moulvibazar Govt. College, Sylhet

G.P.A – 5.00 out of 5 .00

Secondary School Certificate Examination (Humanities group) - 2012

Dhubarhat Bazar High school, Sreemangal, Moulvibazar, Sylhet G.P.A G.P.A– 5.00

out of 5.00

Extra-Curricular Activities:

- Dean's list honors for two semesters
- 2nd position of poster competition (social science)
- 2nd runner-up of poster competition (Economic geography)
- Achieve 4th prize in the poster competition (Global trade)

Computer skills

- Microsoft Office (MS Word, MS Excel, MS PowerPoint)
- Competent at e-mail communication
- Have expertise in computer Compose (English & Bengali-Avro)

Aptitudes

- Self-confident
- Good at working in a team
- Fluent in English
- Ability to motivate people to do their best
- Effective communication skill
- Good presentation skill
- Flexible in nature

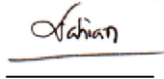
Hobby: Travelling, Playing and watching Cricket

Reference

1. Ahasanul Hoque
 Manager,HR & Admin
 Human Resource Department
 Castle Noor,3rd Floor, House 23, Shah
 Makhdum Avenue (North), Sector 12,Uttara,Dhaka
 -1230
 Phone: 01715-5597700
 Email:ahasanul.hoque@fieldnation.com

2. Muhammad Shahnur Rajib
 Senior Executive
 Human Resource Department
 Rupayan Centre [12th Floor] 72, Mohakhali
 C/A, Dhaka-1212
 Phone: 01713-337315
 Email: shahnur@squaregroup.com

I hereby acknowledge that all the information stated above is correct and complete.



Signature