

Md Ashifur Rahman

247/1 New Circular Road Malibagh Dhaka

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OBJECTIVE

To pursue a career to make a significant contribution towards organization's both short-term objectives and long-term goals.

WORK EXPERIENCE

Senior Executive, Operations, Pathao Ltd. (March 2017- Present)

Responsibilities:

- ☐ Manage a branch and it's all responsibilities
- ☐ Collecting, reporting and analyzing performance data.
- ☐ Supply demand analysis.
- ☐ Making strategic decision and supply side communication.
- ☐ Project assessment.
- ☐ Team leading, Sales plan.
- ☐ Developing engagement and retention plan.
- ☐ Provide necessary training to the New joiners

Junior Officer, CPM, Bkash Limited. (March 2016- October 2016)

Responsibilities:

- ☐ Manage customer profiles like (verifying, Scanning, Data entry, Fraud detecting).
- ☐ Team leading, Strategic plan.
- ☐ Collecting, reporting performance data.

Accounts Executive, Shanghai Zenking Construction Ltd. (January 2015- December 2015)

Responsibilities:

- ☐ Accounts management.
- ☐ Admin related tasks.
- ☐ Reporting to GM.
- ☐ Maintaining and ensuring operation flow.

Internship, Al-Arafah Islami Bank Ltd. (September 2014- December 2014)

Responsibilities:

- ☐ Learning general banking, Clearing, Foreign Investment.

ACHIEVEMENTS AND AWARDS

- ☐ Best employee Award (2 times) from Several Directors in Pathao Ltd.

EDUCATION

Master of Business Administration Human Resource Management and Marketing University of Information Technology and Sciences (UITS) CGPA: 3.21 /4.00	2016
Bachelor of Business Administration Human Resource Management and Marketing University of Information Technology and Sciences (UITS) CGPA: 3.08 /4.00	2014
Higher Secondary Certificate Dhaka Commerce College, Dhaka GPA: 4.40/5.00 (Business Studies)	2007
Secondary School Certificate Ideal School and College, Dhaka GPA: 4.19/5.00 (Science)	2005

EXTRACURRICULAR ACTIVITIES

- ☐ Played in Clemon Indoor Uni Cricket Tournament 2014.
- ☐ Played at under 15 age standardized Inter District Cricket Tournament.

PROFESSIONAL STRENGTHS AND SKILLS

Computer Expertise

- ☐ Microsoft Word, Excel, Power Point , Zendesk , Payroll

Language

- ☐ Bengali: Sound ability to understand, reading, writing and speaking.
- ☐ English: Fluent in English, ability to understand, reading, writing and speaking.

Strengths

- ☐ Strong Work Ethic.
- ☐ Team Player.
- ☐ Fast Learner.
- ☐ Ability to work under pressure.
- ☐ Planning and Organizing.
- ☐ Presentation: Have effective presentation (multimedia, slide and oral) skills.
- ☐ Team Leader, Maintain a team very smoothly, Very friendly person.

INTEREST AND OTHERS

- ☐ Reading books.
- ☐ Listening to music.
- ☐ Exploring and roaming.
- ☐ Cycling.

PERSONAL DETAILS

Father's Name : Md Fazlur Rahman.
Mother's Name : Emam Afroza Begum.
Date of Birth : 23th September, 1990.
Present Address : 247/1 New Circular Road Malibagh, Dhaka-1217.
Permanent Address : Village-Mirzapur, Thana- Chatmohar, District-Pabna

REFERENCE

Md Amir Hossain

FAVP
Al-Arafah Islami Bank Ltd
Naya Paltan Branch Dhaka
Contact: 01915576602

Khawaja Ahmedur Rahman

Advisor , BG
Bashundhora Group
Plot- 3 Block – G Bashundhora R/A
Contact : 01711520876