

## Md. Ashfaque Nur

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### CAREER OBJECTIVE

Working in a dynamic and prospective team where I can use my skills, creativity & all my learning experiences in order to develop my career as well as to contribute in the welfare of the organization.

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### JOB EXPERIENCE

#### Genex Infosys Limited

**Designation:** Executive | **Department:** Talent Management; Human Resources Management.

**Job location:** Nitol-Niloy Tower, Plot# 42 & 69, Nikunja North C/A, Airport Road, Dhaka, Bangladesh.

**Duration:** April 01<sup>st</sup> 2019 to April 30<sup>th</sup> 2020

#### Responsibilities:

- » Maintained 600 contractual based employees' personal file, service records.
- » Maintained 300 permanent based employees leave database.
- » Maintained and updated 600 contractual based employees' master database/ HRMS.
- » Developed & updated manpower planning of contractual & permanent based employees.
- » Conducted contact signing of new recruited employees.
- » Coordinated multiple employee engagement programs like R&R, annual picnic & cultural events.
- » Maintained regular liaisons with bank officials to support existing employees.
- » Prepared & updated monthly payroll sheets of 300 employees.

#### Attainment:

- » Implementing HRMS for more than 600 employees.
- » Developed effective employee's attendance consisting of more than 300 employees.
- » Successfully Conducted contact signing of more than 400 new recruited employees.
- » Established good working relationships with employees.
- » Introduced efficient leave data management.

#### Pathao Limited

**Designation:** Senior Executive| **Department:** Rider Acquisition; Operations.

**Job location:** Genetic Baro Bhuiyan, House #CWN (A) 3A, Road No 49, Kamal Ataturk Avenue,  
Gulshan Model Town, Dhaka 1212

**Duration:** Jan 01<sup>st</sup> 2018 to March 31 2019.

#### Responsibilities:

- » Monitoring selection & onboarding new rider program.
- » Responded to stakeholders' quick reaction checklist- QRC in a timely manner.
- » Conducted training of trainers-TOT sessions for internal smooth communication flow.
- » Assess instructional effectiveness and determine the impact of training on employee skills and KPIs.
- » Conduct organization wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- » Develop monitoring systems to ensure that all delivery partners are performing job responsibilities according to training.

#### Attainment:

- » Successfully managed a team of 25 operational service representatives.
- » Supervised up to 35 field level executives.
- » Successfully delivered more than 15000 riders to the fleet of Pathao Ltd.

## Pathao Ltd.

**Designation:** Executive, Team Leader | **Department:** Operations.

**Job location:** Genetic Baro Bhuiyan, House #CWN (A) 3A, Road No 49, Kamal Ataturk Avenue, Gulshan Model Town, Dhaka 1212

**Duration:** April 01<sup>st</sup> 2017 to December 31<sup>st</sup> 2017.

### **Responsibilities:**

- » Provided in person stakeholders' Service to ensure positive experience from the organization.
- » Captured stakeholders' insights and escalate critical issues / complaints and provide timely feedback.
- » Maintained and improved quality results by adhering to standards and guidelines; recommended improved procedures.

### **Attainment:**

- » Served stakeholders in a positive way. Received two appraisals in the very 1<sup>st</sup> year.
- » Came up with a new idea that improved the operations.
- » Boarded over 7000 stakeholders to join in the fleet of Pathao Ltd in just 9 months.

## ACADEMIC QUALIFICATION

Name of Exam	Major Area	Institute	Passing Year
PGDHRM (Cont'd)	Human Resources Management	Bangladesh Institute of Management (BIM)	2020
Bachelor of Business Administration (BBA)	Human Resource Management	North South University	2016
Higher Secondary Certificate (HSC)	Business Studies	Dhaka City College	2009
Secondary School Certificate (SSC)	Business Studies	St. Gregory's High School, Dhaka.	2007

## SKILLS & ABILITIES

- Familiar with MS Office Application: MS Word, MS Excel, MS Power Point and Visio.
- Ability to handle work pressure & extended working hour.
- Try to work smartly and Quick Learner.
- Good skills in management and communication.

## PERSONAL INFORMATION

Father's Name	:	Md. Nurullah
Mother's Name	:	Mahmuda Nur
Date of Birth	:	August 16, 1990.
Marital Status	:	Married
Religion	:	Islam
Permanent Address	:	24, S A Khaleque Residential Area, Darussalam, Mirpur Road, Dhaka.
National ID number	:	554 713 4576
Driving License number	:	DK0239695CL0004

## REFERENCE

### **Shahariar Rahman**

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Digital Healthcare Solutions.  
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### **Anil Hasan**

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