

ASHRAFUL ALAM GALIB



CONTACT

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EDUCATION

BBA

North South University
Major: Human Resource
Management & Marketing
(Spring'2014 – Summer'2018)

HSC

ST. Joseph Higher Secondary
School
Science
2013

SSC

ST. Gregory's High School
Science
2011

SKILLS

Tech savvy
Excellent in Microsoft
PowerPoint
Proficient in MS Excel
Time Management
Synergy
Blogging, Content Writing
Adaptability
Project Management
Human Resources Information
Software (HRIS)

CAREER OBJECTIVE

A dynamic individual with highest ethical standards, a sense of personal initiative and problem solving abilities, who is eager to work in a vibrant and challenging environment where employees are valued and provided with new opportunities

EXPERIENCE

- **Beatnik Digital**
May 2019 – Present
HR Executive
Responsibilities
 - Talent Acquisition & Recruitment
 - Monitor staff performance and attendance activities
 - Administer staff disciplinary formalities
 - Bridge management and employee relations by addressing demands, grievances or other issues
 - Employee Salary Disbursement
 - Organize in-house training sessions
 - Manage Beatnik's website and social media platform
 - Design and develop content for Beatnik Digital's website and social media platform
- **Sheba.xyz**
December 2018 – April 2019
Digital Engagement Executive
Branding
Responsibilities
 - Content and Ideation
 - Blogs, Copy, Captions, PR Articles for content on Sheba platforms online channels
 - Prepare PR Articles on Sheba.xyz's ventures for Daily Newspapers and other medias
- **Banglalink Digital Communications Ltd.**
May 2018 – September 2018
Intern (Advanced Internship Program)
Product, Data Business (Marketing)

INTERESTS

Music
Football
Photography
Movies and TV Series'
Writing
Doodling

RELEVANT CONTENT

Blogs for Sheba:

<https://www.sheba.xyz/blog/bn/author/galib/>

Personal Archives:

https://drive.google.com/open?id=1e1YaqbJksAUSAft503c_3d4HQ4_r0J9g

CERTIFICATIONS

Drive:

https://drive.google.com/open?id=1On8PrnoKROMweD_D0rChxrt2dwRyjfLx

SOCIAL MEDIA

LinkedIn



Facebook



Twitter



Instagram



RELEVANT PROFESSIONAL COURSES

- Content Marketing: Social Media
- Facebook Blueprint
- Human Resources: Using Metrics to Drive HR Strategy
- Human Resources: Creating an Employee Handbook
- Human Resources: Decoding Body Language
- Human Resources Payroll
- Marketing Reputation Management
- Marketing Tools: Social Media
- Marketing Ethics

EXTRACURRICULAR ACTIVITIES

- 2018: Semi-Finalist of AdMaker'2018
- 2017: Organizer, Knowledge Fiesta - SGHS
- 2016: Organizer, Masters of Ideation, AdMaker
- 2015, 2016: Senior Member of Young Entrepreneurs Society (Yes), NSU
- 2012: Vice Captain, Josephite Football Team
- 2010: Vice President, Gregorian Science Club
- 2009: General Secretary, Gregorian Debating Club
- 2010, 2009, 2005: Champion at National Level Science Fair Bangladesh (School Level)

REFERENCES

Mahneel Musa
Finance Manager
Finance and Admin
Beatnik Digital Ltd.

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K M Raihan
Segment Senior Manager
Marketing
Banglalink Digital Ltd.
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