

Md. Maksudur Rahman

Present Address: House No- 448, 2nd Floor, West Rampura, Dhaka-1219.

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Career Objectives

As a Postgraduate of Jagannath University in Human Resource Management, I am eager to use my knowledge to learn and apply new skills in the new sectors. Strengths include data collection and analysis, problem-solving, organizing and planning and the ability to work under pressure to meet tight deadlines. A reliable and results-driven individual who can learn quickly and will work hard to add value to your organization.

Employment History

1. Officer, Talent Management. (2nd February 2019 - Continuing)

Rahimafrooz Superstores Limited (Agora).

Company Location: 5 Mohakhali C/A, Paragon Building, 5th floor, Mohakhali, Dhaka, Bangladesh.

Department: **Human Resource.**

Duties/Responsibilities:

- 1) Ensure proper recruitment and selection (Job advertisement, shortlist, conduct written test and interview according to the requisition submitted.)
- 2) Build and maintain a strong relationships with the hiring managers to ensure up to date JD for all positions with management approved organogram.
- 3) Maintain talent pool to meet the organizational goals.
- 4) Communicate with selected candidates, negotiate salary, follow-up references, take recruitment approvals and issue offer, appointment letters, medical letters & exit interview.
- 5) Source candidates utilizing cost effective and creative recruiting techniques including networking, direct sourcing, employee referrals and appropriate internet sites.
- 6) Deliver a best in class interview experience to the candidates.
- 7) Conduct new employee orientation programs and ensure proper joining formalities.
- 8) Collect all necessary documents from candidates & assist in preparing personal files of employees.
- 9) Take interview, negotiate and select the right and competent candidate for the desired post including management and non-management.
- 10) Conduct, arrange and facilitate all training sessions with the In-Charge of Learning & Development.
- 11) Evaluating training programs effectiveness.
- 12) Assist in preparing training calendar, budget and settlement the training expenditure.
- 13) Update and edit the org structure and other policy as and when required.
- 14) Arrange all types of employee engagement like Annual Sports, Birthday Celebration, and Farewell etc.
- 15) "Amader Agora" Newsletter Publications.
- 16) Prepare & submit various kinds of report such as manpower & recruitment report.
- 17) Always working on creating a good culture throughout the whole organizations
- 18) Employer branding & attending at various job fair at universities.
- 19) Assist HR Services Team in Employee Joining and provide logistics support as and when needed

2. Executive, Business Compliance - (2nd July 2017 – 31 January 2019)

Robi Axiata LTD.

Company Location: Gulshan, Dhaka.

Duties/Responsibilities:

- 1) Recruiting and training STS operator of distribution house.

- 2) Give motivation to distributor & distributor's employee through coaching and regular performance feedback.
- 3) Monitor & follow up Quality issues of the vendor to ensure 100% quality forms of Robi subscribers in a time-bound manner to meet BTRC guidelines.
- 4). Conduct channel training to all respective partners as and when required.
- 5) Communicating, maintaining and leading distribution house & vendor to ensure 100% compliance (New Acquisition & SIM Change) within timeline and update its status aligning channel for improvement.
- 6) Communicating with peers, fellow Mets, line managers, and sales team to ensure 100% compliance.
- 7) Find out areas of non-compliance and prevent all types of unethical work regarding compliance.
- 8) Generating and analysis report.
- 9) Monitor system troubleshooting (Biometric/STS) for ensuring the end to end flawless Transaction.
- 10). Non-Compliant POS identification through regular field visits.
- 11) Deliver Compliance Reports to identify POS/Dist./Area/region that is generating risk for Robi Axiata Ltd and guide respective concerns to improve the status.
- 12). Meet queries on regulatory directives in response to law enforcement agencies or any other stakeholders.
- 13) Sometimes provide support to admin related work at the regional office (Kushtia) in the absence or presence of Regional Admin Manager.
- 14) Any other task assigned by line manager.

Key Skills & Involvement

- Exceptional communication and interpersonal skills.
- Leadership and managerial capability.
- Self-awareness & self-regulation.
- Hard working, sincere and eager to learn.
- Quick learner and ability to cope up with every environment.
- Involve with JNU "Career Club".
- Involve with JNU "Management Club".
- Involve with Social Welfare Activities.

Education

<i>Title of the Degree</i>	<i>Group/Major</i>	<i>Board/University</i>	<i>Result</i>	<i>Out of</i>	<i>Pass Year</i>
Masters of Business Administration (MBA)	Human Resource Management	Jagannath University	3.58	4.00	2016
Bachelor of Business Administration (BBA)	Management Studies	Jagannath University	3.47	4.00	2015
Higher Secondary Certificate (HSC)	Business Studies	Dhaka Board	4.60	5.00	2009
Secondary School Certificate (SSC)	Business Studies	Comilla Board	4.19	5.00	2007

ICT Skills

- Microsoft Office: Word, PowerPoint, Excel, Outlook and Access.
- Internet & Social networking.
- Internet Based Communication.

Training

- Leadership Development.
- Team Management.
- Positive Attitude.
- Time Management.
- Entrepreneurship Development.

Language Proficiency

English: Excellent at Reading, Writing and Speaking.

Bangla: Excellent in Reading, writing and Speaking.

Personal Information

Name : Md. Maksudur Rahman
Father's Name : Md. Shafiqul Islam
Mother's Name : Mariam Begum
Date of Birth : 26 November. 1991
Sex : Male
Religion : Islam (Sunni)
Nationality : Bangladeshi (By Birth)
National ID : 19917518359000287

Permanent Address : Vill: Joyag, P.O: Joyag, P.S. :Sonaimuri, District: Noakhali.

References

Mohammad Nur Alam
Branch Manager
Robi Experience Center
Ghulshan, Dhaka.
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Relation: professional

Md. Mizanur Rahman
Assistant professor
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Mobile: +88001717090902
E-mail: hironju1@gmail.com
Relation: personal .

Certification

I certify that I have provided accurate and true information to the items on this Curriculum.

Signature

Md. Maksudur Rahman

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