



Name:
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CAREER OBJECTIVE

To work in any local or multinational company in the field of "**Human Resource (HR) & Administration**" with an effective and creative manner in a challenging position and grow rapidly with increasing responsibilities;

EXPERIENCE

Total Year of Experience: 2 Years and 3 months

1. Working at "**Dekko ISHO Group**" (A renowned group of companies) which is situated at Suvastu Zenim Plaza H#37, R#16(Old 27), Dhanmondi, Dhaka as **Executive-HR & Admin** from the 15th of December 2018 to present.

Work Responsibilities:

- ❖ Day to day communicate for HR activities
- ❖ Managing overall recruitment process & HRIS.
- ❖ Assisting General Manager (GM) of HR and Admin for implementing HR policy
- ❖ Organizing induction program for new employee to the corporate office
- ❖ Organizing training according to Training Need Assessment (TNA) for corporate employees.
- ❖ Conducting Exit Interview.
- ❖ Executing different event in corporate office
- ❖ Executing monthly tree & cleaning bill
- ❖ Managing overall office stationary management
- ❖ Attendance update along with face recognition for attendance and Leave management
- ❖ Providing Employee ID card on time
- ❖ Managing mobile ceiling along with solving mobile related issues & PBX
- ❖ Managing conflict resolution of corporate office

2. Worked at "**Confidence Group**" (A renowned group of companies) which is situated at Unique Trade Centre, Level 8, Panthapath, Dhaka 1215 as **Executive-HR** (Contractual) from the 1st of June 2018 to 10th of December 2018.

Work Responsibilities:

- ❖ Day to day communicate for HR activities
- ❖ Assist to the head of HR in formulating HR policies and their implementation
- ❖ Interview calling
- ❖ Administer HR IS(Human Resource Information System) and keeping a leave recode
- ❖ Update all the local rectified HR rules and regulation
- ❖ Assessing manpower demand from the concern department
- ❖ Ensuring the completion of joining formalities
- ❖ Attending different 'Job Fairs'
- ❖ Free hand in writing various sorts of department letters, notice
- ❖ Able to manage overall administration and office management
- ❖ Shorting CV/Resume, Recruitment, Employee development and training and maintaining discipline and administration in the corporate office

❖ Check daily attendance report of the employees






3. Worked at "**Abroad Education World (PVT) LTD**" (A renowned student consultation agency) which is situated at S.A Tower (5th Floor), House-1, Road-134, Block-SE (A), South Avenue, Gulshan-1, Dhaka-1212 as a '**Communication Executive**' from the 1st of September, 2017 to 31st of May, 2018.

Work responsibilities: a) to consult with foreign universities over the phone about admission procedure. b) Build a strong relationship with foreign universities over the phone and email and dealing and welcoming foreign delegates. c) Creating and Managing Customer, Maintain visitors Database and regular follow - up them. d) Host Seminars with prospective students regarding our Promotions and services. e) Maintain strict confidentiality about customer information, as required. f) Prepare necessary documents, fill out forms and maintain files and records. g) Receive and reply emails, carry out marketing and promotions via online and newspaper advertisements. h) Sometimes, working as an interpreter while foreign university delegates communicate with Bangladeshi students.

4. Worked at "**ESH Business Solution**" (Business Development Agency) which was situated in Bonani as an '**intern**' on formulating business plan on the theme "CATERING TO THE GROWING BUSINESS TRAVELERS WITHIN BANGLADESH" from the 9th of June 2015 to 9th of August 2015.

Work responsibilities include: a) Making business plan b) Doing Market survey (More than 300 people) c) Report writing (Data collection from the survey) and d) Assisting and reporting to project manager.

EDUCATION

2019	:	PGD in HRM:	Bangladesh Institute of Management (BIM) Human Resource Management (HRM) Result: C.G.P.A: 3.63 out of 4	
2017	:	M.B.A:	University of Liberal Arts Bangladesh (ULAB) Concentration: Human Resource Management (HRM) Result: C.G.P.A: 3.49 out of 4	
2015	:	B.B.A:	University of Liberal Arts Bangladesh (ULAB) Concentration: Marketing Result: C.G.P.A: 3.00 out of 4	
2010	:	H.S.C:	Dinajpur Government College, Dinajpur Board: Dinajpur Result: G.P.A: 3.9 out of 5 Group: Science	
2008	:	S.S.C:	Dinajpur Zilla School, Dinajpur Board: Rajshahi Result: G.P.A: 5 out of 5 Group: Science	

TRAINING & COURSES

Completed the grammar part of "CLIFFS TOEFL" in 2017

LANGUAGE SKILLS

Fluent in Bengali and full working knowledge in speaking and excellent in writing in English

EXTRA CURRICULA ACTIVITIES

Organized a "Blood Donate Campaign" at the university as part of the social welfare club (2015)

Planned a "Distribution program of Winter Clothes" as part of the social welfare club (2014)

Worked as a volunteer and mentor of social welfare club (2013)

COMPUTER LITERACY

Fluent in Word, Excel and Power point

AREA OF INTERESTS

Enjoy listening music, creative writing, having coffee with Friends and family, evening walk and socializing with friends and family.

PERSONAL PROFILE

Father's Name : Al-Hajj Md. Zillur Rahman

Mother's Name : Shiuli Begum

Date of birth : 22/09/1993

Nationality : Bangladeshi

National Id : 19932691615000047

Marital Status : Single

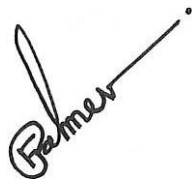
REFERENCES

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"I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the receiver of this resume to verify the information provided in this resume."

Yours truly,



Md. Shafiur Rahman
Date: 11.01.2020