

RAFIQUL AHSAN MOHIN

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WORKING EXPERIENCE

Bproperty.com Limited (Gulshan 1, Dhaka)
Executive, Human Resources

February 2020 – Continuing

Bproperty is the only property solutions provider in Bangladesh to make property search, renting & buying easier. Bproperty offers online and offline platform that enables anyone to buy, rent or sell properties in the country.

Responsibilities:

Recruitment

1. Working with the Hiring Manager closely as a team to identify required headcount for each department and continuous support to the Hiring manager to achieve hiring targets.
2. CV sorting, inviting candidates, coordinating assessment and interviews, plan and maintain appropriate recruitment and selection procedures.
3. Preparing job circulars to attract and provide information for a particular job, posting jobs to job portals like bdjobs, social networking sites like Facebook, LinkedIn.
4. Organizing and attending job fairs and other recruitment related events.
5. Promote the company to attract job seekers by rolling-out career campaign, attending job fairs, developing and updating the career page of Company Website, activities on social networking sites.
6. Issuing employment offer letter, letter of employment, signing the service contract.
7. Welcoming the new joiners in a warmly manner and ensuring all joining formalities with the new joiners.

Training

1. Identifying learning outcomes, designing and implementing Induction Training Program.
2. Prepared 3 day long (each) Induction Training Program schedule, monitored maintaining proper time schedule and quality of training.
3. Training instructor of using HRM software.

HR operations

1. Introduced spreadsheet-based HRIS and continuous update of the HRIS.
2. HR data analysis and prepared HR information dashboard.
3. Closely working the HR software developer to develop the several software modules like Recruitment, Employee profile, HR reports, HR letters, Attendance, Leave, HR dashboard, Employee separation etc.
4. Preparing employee personal files, smart organization of personal files and updating the personal files.
5. Prepared company organogram and graphical interface of each department structure.

Bdjobs.com Limited (Karwan Bazar, Dhaka)
Training Associate, Training Department

November 2019 – February 2020

Bdjobs Training department is the largest professional training house in the country. Bdjobs Training is a spin-off of Bdjobs.com, developed skills of over 35,000 professionals and entrepreneurs in the country.

Responsibilities:

1. Organizing job applications, Sorting CVs, coordinating Assessment Center.
2. To collaborate with team in planning and executing training programs.
3. Assist in promotional planning and execution of different training programs.
4. Developing and executing customized training strategy aligned with business.
5. Coordinating training operations.
6. Communicate with external dealers to provide on time employee services.
7. Plan and execute outside corporate events.

British American Tobacco Bangladesh is one of the largest multinational corporations of the country. In Bangladesh, British American Tobacco Bangladesh has more than 1,200 people as direct employees and more than 50,000 people as indirect employees.

Responsibilities:

1. Maintained management level employee details in excel file
2. Kept track of New Joiners, Resignations, Transfers, Promotions and Job Conformations with documents for payroll of every month
3. Provided entries for Hire, Exit, Transfer, Promotion into the HR Software to update the management employee list
4. Maintained files for each employee and also maintained leave database
5. Updated employee list for life insurance coverage every month and communicated with insurance provider
6. Reviewed Medical Claims; recommended for approval or disapproval to pay off against the medical claim
7. Employee Reward Recognition Schemes management

Square is one of the largest Fast Moving Consumer Goods companies in Bangladesh serving different segments like health, fabric care, oral care, hair care having twenty different brands in the market.

Responsibilities:

1. Sorted CVs and coordinated interviews of both executive and non-executive positions
2. Coordinated training sessions (one week long each) of three batches that trained 82 Sales Officer and took training sessions on "Self-Motivation"
3. Conducted *Joining* activities of the Sales Officers
4. Assisted executive and senior executive level employees of Human Resource Department

BYLC is Bangladesh's premier youth leadership training institute that brings students together from diverse backgrounds and equip them with leadership skills to enable them to have high impact in public, private, and civil sectors.

Responsibilities:

1. Scripts printing, Script checking and marking of Youth Leadership Summit 2016
2. Updating data base of applicants of Youth Leadership Summit 2016

EDUCATION

AWARDS AND HONORS

- Selected as best 100 participants for the leadership training workshop “*Art and Practice of Leadership*” out of around 800 applicants by Bangladesh Youth Leadership Center (January 2016)
- Best Social Work Idea (out of 6 groups), English Course, BRAC University (June 2013)
- ACME IT Scholarship; Placed 3rd and got 50% scholarship on IT related courses (out of around 500 participants) (February 2011)

PROFESSIONAL TRAINING RECEIVED

Bangladesh Youth Leadership Center (BYLC) (Baridhara, Dhaka)
Art and Practice of Leadership January 2016

Bangladesh Society for Human Resource Management (BSHRM) (Dhanmondi, Dhaka)
Design, Implement and Measure of Key Performance Indicator October 2015

AMTRAS (Karwan Bazar, Dhaka)
Team Building and Motivation towards pick performance October 2012
Effective Presentation Skill to Hold Audience October 2012

LEADERSHIP AND EXTRA CURRICULAR ACTIVITIES

Bangladesh Youth Leadership Center (BYLC)

- Volunteered in **Youth Leadership Summit 2016** in Security Team (3days)
- Volunteered for Building Bridge Through Leadership Training promotion in BRAC University, 2016 (2days)

Social

- BRAC University Residential Semester Activity: Project Based presentation on “Pollution of Turag River” (2013)

Cultural

- Anchoring**; Cultural Program at School (2007);
- Acting**; History of Bangladesh (2013) and Final Rag (2013) at University

Membership

- Student member of **Bangladesh Society for Human Resource Management (BSHRM)**
- BYLC Graduate Network (BGN)

ADDITIONAL SKILLS

Software Skills: Proficient in MS Excel, MS Word, MS Publisher, PowerPoint, Prezi, Camtasia, Adobe Illustrator

Language Proficiency: Proficiency in speaking and writing in **English** and
Fluency speaking and writing in **Bengali**

Typing Proficiency: Very Fast in **English** typing and
Average in **Bangla** typing

Qualitative Specialties: Training and educating people; Public Presentation; Motivational Speech; Team working and communication.

Interests: Creative designing of Poster, Brochure; Creative video and presentation making; Astronomical science.

PERSONAL INFORMATION

Father's name: Late. Hedayet Ullah
Date of Birth: 8 January, 1993
Present Address: 31/4, TB Gate, Mohakhali, Dhaka

Mother's name: Nasima Begum
Marital Status: Married
Permanent Address: 31/4, TB Gate, Mohakhali, Dhaka

REFERENCE

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