



# SAYED-UL-MOKRROBIN

## CAREER OBJECTIVE

Achieving a dynamic and challenging job where I can utilize my interpersonal skills, creativity and learning experience to develop my career as well as to contribute in the welfare of the organization.

## SKILLS & ABILITIES

Graphic  
Competent Office 365  
Competent Adobe Photoshop  
Competent Adobe Premiere pro  
Beginner

## CONTACT INFORMATION

House No-1346, Avenue-3, Mirpur  
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## Reference

Ms. Priyanka Dey, Assistant Director Admission and  
Financial Aid Independent University, Bangladesh  
priyanka@iub.edu.bd

Bushra Sanjana, Faculty lecture (HRM) Independent  
University, Bangladesh  
sanjana@iub.edu.bd

## EMPLOYMENT HISTORY

### SHADHARAN BIMA COPORATION(Intern) in HR Department

(2019 September 21,2019-December 21,2019)

Where I have to maintain all types HR related work.

- 1 Keeping Employees Record
- 2 Employees Attendance
- 3 Gradation of Employees 247 employees (Ld typist and M.L.L.S).
- 4 Counting Employees salary
- 5 ETC.

### Admission and Financial Office (Aid) at IUB, Dhaka, 1229 SOD (Student On Duty)

April 05, 2016- August 31,2019

Maintaining all types administrative and financial aid work and admission process.

1. Giving administrative related Information
2. Financial Aid related Information
- 3 Checking Certificate of English Medium and Bangla Medium
4. Working On Reception Committee at Convocation
5. Outreach and Extension

## EDUCATIONAL HISTORY

### Independent University, Bangladesh(IUB)

**Bachelor of Business Administration(BBA)** at  
Human Resources Management(Major), Management  
Information System (Minor), Graduated September  
15.2015-December 31,2019

**Higher secondary certification:** DHAKA  
COMMERCE COLLEGE (G.P.A - 4.17 )PASSING  
YEAR (2015)

**Secondary school:** MONIPUR HIGH SCHOOL  
(G.P.A - 4.38) PASSING YEAR (2013)

## CO-CURRICULAR ACTIVITIES

- 1 Coordinator at Independent HR Society (IHRS)
- 2 Ascension18 (best Organiser)
- 3 BSHRM (Bangladesh Society for Human Resources)"Total Reward Management"
- 4.The prospects and challenges of international students in Bangladesh
- 5 Environmental Science symposium 2016
- 6 BSHRM "Competency Mapping for Organisation
- 7 NSU (NORTH SOUTH UNIVERSITY DIALOGUE 2016 DEBATE Se-miner)
- 8 Savor Expo ( Best Organiser)