



## MD RIASAT UR RAHMAN

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### **Career Objective:**

Building up my career in a challenging and rewarding position by applying the discipline knowledge gained from my degree and my skills as an organizer and team player where creativity, sincerity, skill and performance are the criteria for one's appraisal and recognition.

### **Work experience:**

#### **Grow N Excel, HR Recruitment and Consultancy Firm**

##### **July 2019- HR Associate (Headhunting and Talent**

##### **Acquisition)**

- Focused on executive search and volume hiring (complete hiring process).
  - Working closely with clients to understand their specific recruitment needs and source highly potential candidates as per requirement.
  - Preparing sourcing strategies for different client needs and specifications and demands.
  - Benchmarking candidates using internally designed assessment tools to understand candidates' potentiality towards specific job roles.
  - Conducting a primary level telephonic interview of potential candidates before introducing them to our clients.
  - Working with MNC's and large locals like, Laugfs Gas, IBPL, Asian Paints, Marico, GSK, BRAC, Apollo Hospitals, Lafarge Holcim, Total Gas, and many more.
  - Grooming and training new recruits towards understanding internal work culture, work ethics and working processes.
  - Conducting in-house interview sessions and implementing hiring strategies.
  - Guiding candidates for interviews with our clients.
  - Maintaining liaison with both clients and my candidates.
  - Long listing and short listing of candidates for various critical positions
  - Driving CEO's vision to improve internal business process and activities.

- **January-June 2019 Management Trainee (Headhunting and HR Outsourcing)**

- **September-December 2018**

##### **(Intern) Work type:**

- Worked with GSK (Glaxo SmithKline) HR department to successfully conduct the voluntary resignation of its employees working at the pharmaceutical department.
- Sorting the GVR (Gratuity for Voluntary Resignation), Legal and Resignation letters of the leaving employees along with returning back their original certificates.
- Worked with the GSK (Glaxo SmithKline) legal department to help sorting the legal papers of Chittagong factory, mapping etc.
- Worked with the headhunting team of Grow N Excel to find appropriate candidate

for the generalized post.

- Preparing Interview Sessions for the short listed candidates.
- Helping the CEO at different projects, Seminars and training sessions.

• **April 2016-July 2017: GO BD GO Limited. (Travel Agency)**

• **Senior Executive, Visa and Admin**

**Work type:**

- Worked in the supply chain and procurement department keeping and managing accounts for office materials, printer cartridge, A4 papers, stationeries, Kitchen materials for daily breakfast and lunch.
- Visa Consultation, processing and application of Visa for around 30 countries worldwide.
- Managed the petty cash account for Supply, Logistics and Conveyance.
- Managed the stock of office materials and travel expenses for the fellow officials travelling daily from office to different embassies.

**Education:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administrations	Human Resources	BRAC University	CGPA 3.17	2019	2 Years
Bachelors of Social Sciences	Economics	BRAC University	CGPA 2.94	2015	4 years
HSC	Science	Cumilla Cadet College	GPA 4.70	2009	2 Years
SSC	Science	Cumilla Cadet College	GPA 5	2007	2 Years

**Extra- Curricular Activities:**

Rotaract Club of BRAC University- member (2011-2014)

Debate Club BRAC University – member (2012-2013)

**Achievements:**

Qualified and achieved the green card at Inter Services Selection Board (ISSB)

Champion Inter club Football tournament BRAC University 2013 BUDTF

Best Athlete Hop step and jump 2009 of Cumilla Cadet College

**Date of Birth:** May 3, 1991

Religion: Islam

Nationality: Bangladeshi

Hometown: Dhaka

Current City: Dhaka

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**Reference#1:**

**M Zulfiquar Hossain**  
**CEO and Lead Consultant**  
**Grow N Excel**

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**Reference#2:**

**Shamnoon Muheb Chowdhury**  
**Director**  
**GO BD GO Limited**

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