

## Talukder Mahboob Rasul

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### Professional Summary

I am an HR enthusiast with MBA & BBA in HRM, having almost 3 years of working experience in different sectors. Currently, I am working at the Corporate Office of one of the leading apparel manufacturing organizations in the country as an Executive in the HR department.

### Experiences

#### **Ananta Companies** (Corporate Head Office)

November 2019 – Continuing

#### **Executive, Human Resources**

*(Responsible for Organizational Development and Policy Making)*

#### **Job Responsibilities:**

1. Responsible for policy development and research work to ensure cost effectiveness of the organization.
2. Support the development and implementation of HR initiatives and systems.
3. Assist in recruitment process (Taking assessments and conducting interviews).
4. To prepare Quota & Organogram of all factories.
5. To prepare different forms and formats.
6. ERP development and following up the progress with ICT.
7. Creating and implementing effective onboarding plans.
8. Preparing final settlement bills.
9. Managing foreign employees' leave, preparing their legal documents and manual salary bills.
10. Creating team building activities such as arranging meetings, compiling meeting agendas etc.
11. Investigating suspicious activities (frequent absenteeism, irregularity in punching etc.) of employees.
12. Communicating and coordinating with external parties to make deals (Memorandum of Understanding).
13. Managing different types of HR database.
14. Preparing different kind of reports that are required by the management.
15. Following up and coordinating all the function/factory HRs to support and monitor their progress in any assignment.
16. Preparing monthly manpower analysis report (Factory wise).
17. Any other duties and responsibilities assigned by the management.

#### **ACI Limited** (Pharmaceuticals Head Office)

July 2017 – July 2018

#### **Coordination Officer, Medical Service Department**

*(Responsible to take care of all the departmental administrative activities)*

## Grameenphone Limited

December 2013 – December 2014

### Junior Apprentice, Contact Center

*(Responsible to provide smooth and flawless customer service over phone, web chat and email)*

## Education

<b>Master of Business Administration (MBA)</b>	:	Jahangirnagar University Human Resource Management (HRM) Result: 3.02; Passing Year: 2019
<b>Bachelor of Business Administration (BBA)</b>	:	ASA University Bangladesh Human Resource Management (HRM) Result: 2.97; Passing Year: 2016
<b>Higher Secondary Certificate (HSC)</b>	:	Mirja Golam Hafiz College; Board: Dhaka Concentration: Business Studies Result: 4.20; Passing Year: 2011
<b>Secondary School Certificate (SSC)</b>	:	BPATC School & College; Board: Dhaka Concentration: Business Studies Result: 4.69; Passing Year: 2009

## Extracurricular Activities

- Worked with Dr. Rumana Dowla and Rubaba Dowla to manage one of their CSR projects (2017-18)  
*Bangladesh Palliative & Support Care Foundation, Dhaka, Bangladesh.*
- Participated in Social Business Plan and Management Competition. (2014)  
*ASA University, Dhaka, Bangladesh*
- Actively organized numerous social events and student orientation programs. (2014-16)  
*ASA University, Dhaka, Bangladesh*
- Organized “Food for Poor” project for slum areas in Dhaka, Bangladesh. (2015)
- Active member of Career & Language Club. (2014-16)  
*ASA University, Dhaka, Bangladesh*
- Innovation Award for participating in business week. (2013)  
*ASA University, Dhaka, Bangladesh*
- Participated in Book Reading Competition. (2014)  
*British Council, Dhaka, Bangladesh*

## Language Proficiency

Bengali : Fluent both in speaking and writing.  
English : Excellent both in speaking and writing.

### Computer Literacy

- ✓ Comfortable with almost all types of Operating Systems.
- ✓ Sound in using Microsoft Office Tools (MS Word, MS Excel, Power Point, MS Publisher).
- ✓ Good at photo editing with Adobe Photoshop CS6.
- ✓ Good at video editing with Wondershare Filmora.
- ✓ Good Knowledge over Internet Browsing, Social Networking, Emailing, etc.
- ✓ Typing speed 42 WPM.

### Exclusive Interest

- Playing Ukulele, Riding Motorcycle and Cycle, Travelling, Editing Photos and Videos.

### Personal Information

Name : Talukder Mahboob Rasul  
Father's name : MD. Ratan Hossain Talukder  
Mother's name : Keya Talukder  
Date of birth : December 15, 1994  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Unmarried  
Height : 5'5"  
Blood Group : O (+ve)

### References

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