

**MD. RAIHANUL AMBIA**

Address: 27 Uddipon, Mirabazar, Sylhet, Bangladesh.

Contact No.: +8801715-610810

E-mail: imraihan27@gmail.com

**Career Objective**

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To build a career with a corporate organization with committed and dedicated people, which will help me to explore myself fully and to make an immediate contribution as an integral part of that organization.

**Work Experience**

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**Officer, HR & Admin (October 1, 2016 to Present)**

**Manor IT Limited, Sylhet.**

**Responsibilities:**

- Conducting day to day HR operations and managing all paper-based records.
- Managing staff daily attendance and leave records.
- Assisting to lead the recruitment, selection, placement and termination process.
- Building and maintaining effective working relations with management and employees to provide advice and counsel to both on employee-related and organizational matters.
- Maintaining personnel files, and coordinating with all departments on administrative work.
- Conducting and coordinating staff orientation & training on HR- related rules and regulations.

**Intern, HR & Admin (September 15, 2014 to December 15, 2014)**

**Alim Industries Limited, Sylhet.**

**Responsibilities:**

- Maintain and update all personal files.
- CV sorting & arrange practical test & interview for technical recruit at the factory.
- Maintain daily leave and attendance sheet.
- To assist the higher authority on the transfer of the workers in different department.

**Key Skills**

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- Competent at managing responsibilities in a high-volume atmosphere.
- Efficient in time management.
- Ability to work in fast-paced, intense environment smoothly.
- Skilled at interacting with people.
- Knowledge on HR operations, Training & Development.
- Knowledge on business planning along with sales and distribution.
- Skilled at problem solving.

**Education**

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**Master of Business Administration (MBA) in Human Resource Management** **2015 -2016**

Metropolitan University, Sylhet.

**CGPA : 3.98 out of 4.00**

**Bachelor of Business Administration (BBA) in Management****2011 - 2015**

Metropolitan University, Sylhet.

**CGPA : 3.99** out of 4.00**Higher Secondary Certificate (HSC)****2010**

Jalalabad Cantonment Public School and College, Sylhet.

**GPA : 5.00** out of 5.00**Secondary School Certificate (SSC)****2008**

Sylhet Government Pilot High School, Sylhet.

**GPA : 4.50** out of 5.00**Academic Achievements****2018** : Summa Cum Laude and Chancellor's Gold Medal.**2010 (HSC)** : District Council (Sylhet) Award.**Co-curricular Activities**

- Ex - Member of Leadership Development Forum (LDF) at Metropolitan University.
- Ex - Patrol leader of Bangladesh Scouts (2004 to 2007).
- Participant in National Research Conference on Business & Economics (2015).

**Language Proficiency**

Good command over speaking, reading and writing in both Bengali &amp; English.

**Computer Skills**

- **Operating System** : Windows
- **Application Programs** : MS Word, MS Excel, MS PowerPoint and SPSS.

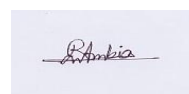
**Personal Details**

**Name** : Md. Raihanul Ambia  
**Father's Name** : Md. AbdurRouf  
**Mother's Name** : Rajia Begum  
**Date of Birth** : August 27, 1991  
**Nationality** : Bangladeshi by birth  
**National ID Number** : 8701436423  
**Gender** : Male  
**Marital Status** : Unmarried  
**Religion** : Islam

**References**

Available upon demand.

I, **Md. Raihanul Ambia** hereby declare that the above-furnished information is true to the best of my knowledge and belief and necessary documents could be provided if demanded.

**Md. Raihanul Ambia**