



Sheikh Abidur Rahman

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➤ **Objective:**

Seeking a challenging and responsible position in HRD to utilize my skills and abilities in a firm that offers me a professional growth constantly which will help me to dedicate fully and work up to my potential.

➤ **Employment History**

- ✓ **Asst. Manager-HR & Admin (January 2nd, 2017 to Continue)**
PPP Hemodialysis Project, DGHS-NIKDU
Sandor Dialysis Services Bangladesh Pvt Ltd
Sher-E-Bangla Nagor, Dhaka-1207
- ✓ **Marketing Executive (May 1, 2015 to April 30, 2016)**
Quality Links Ltd
House #307, Road #04, DOHS Baridhara,
Dhaka-1212

➤ **Educational Attainment:**

Masters of Business Administration (M.B.A)

Subject	: Human Resource Management
Result	: CGPA: 3.39 out of 4.00
Passing year	: 2018
University	: ASA University Bangladesh

Bachelor of Business Administration (B.B.A)

Subject	: Human Resource Management
Result	: CGPA: 3.42 out of 4.00
Passing Year	: 2015
University	: University of Information Technology & Sciences

Higher Secondary Certificate (H.S.C)

Group	: Business Studies
Result	: GPA: 4.60 out of 5.00
Institution	: Dhaka Commerce College, Dhaka
Passing Year	: 2010
Board	: Dhaka

Secondary School Certificate (S.S.C)

Group	: Business Studies
Result	: GPA: 4.44 out of 5.00
Institution	: Feni Govt. Pilot High School, Feni
Passing Year	: 2008
Board	: Cumilla

➤Extra-Curricular Activities:

- ✓ Event Management in Dhaka Tribune & Further Development Foundation (FDF)
- ✓ Membership: Leo club of Dhaka Rose Garden.
Sponsored By: LIONSE CLUBS INTERNATIONAL, District 315 A2, Bangladesh

➤Languages:

- ✓ Bangla: Proficient reading, writing, speaking, understanding & working knowledge
- ✓ English: Proficient reading, writing, speaking, understanding & working knowledge.

➤Computer

- ✓ Computer MS. Word, MS Excel, Power Point, MS Access & Internet Program.

➤Strength

Honesty, Punctuality, Hardworking, Patience, Good analytical, Communication & Interpersonal Skill, Ability to Work under pressure, Confidence, Good behavior, Presentation ability, Eager to learn about new techniques, Quick Learning & Understanding power, Interested in practical work.

➤Other Interest:

- ✓ Reading newspaper and various publications.
- ✓ Traveling at home and abroad
- ✓ Operating cultural activities and sports.
- ✓ Visiting Relatives and Sightseeing.

➤Personal Profile

Name : Sheikh Abidur Rahman
Parents : Sheikh Kamal Uddin & Sultana Rasheda
Nationality : Bangladeshi by birth
Date of Birth : 15/1/1992
Gender & Marital Status : Male & unmarried
Height : 5.5"
Blood Group : O (+ve)
Religion : Islam
Permanent Address : Vill: Ghoramra, Post office: Sharajpur
P.S.: Sonagazi, District: Feni

➤Reference:

There are referees with complete addresses who are agreed to provide information about my academic & professional achievements.

✓ Md.Nazmul Hasan
AGM (F&A)
Sandor Dialysis Services
Bangladesh Pvt Ltd.
Phn.01715-689494

✓ Md Joshim Ahmed
Manager
Japan Tobacco International
Group
Phn:01313-446926

Signature:

Date: