



Md. Ibrahim

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ABOUT ME

I am self-motivated, able to adapt any organizational environment, diligent and ready to give my best effort to achieve the targets. I can lead and be led, as the situation requires. I am an optimist by nature and sensible to my concern.

SKILLS & PROFICIENCIES

- Excellent Communicator
- Strong Decision Maker
- Proficient in using Microsoft office software
- Quick Thinking
- Human Resources Information Software (HRIS)
- Graphic Design Software
- Positive Attitude
- Teamwork and Collaboration

WORK HISTORY

Human Resources Intern

HANSA A - Premium Residence by UHRL

January 2022 to May 2022

- Arranging and conducting both online and physical interview.
- Prepare personal file for each employees with required documents.
- Monitor daily attendance and ensure proper data.
- Process payroll data for every month.
- Implement report such as present, absence, attendance, etc. on software Base.
- Individually work in the leave management.
- Perform day to day HR operations.
- Responded to HR manager inquiries regarding HR policies, employee benefits, and other HR related matters.

CERTIFICATION & VOLUNTEER WORK

- **Computer Office Application** in National Skill Standard Basic Course Examination from Bangladesh Technical Education Board Dhaka in 2014.
- **English for IELTS** from British Council Bangladesh.
- **Write Professional Email in English** authorized by Georgia Institute of Technology through Coursera.
- **Successful Negotiation: Essential Strategies and Skills** authorized by University of Michigan through Coursera.
- **Preparing to Manage Human Resources** authorized by University of Minnesota through Coursera.
- **The Fundamentals of Digital Marketing** from Google Digital Garage.
- **Business English: Networking** authorized by University of Washington through Coursera.
- **Customer Analysis** authorized by University of Pennsylvania through Coursera.
- **The Fundamentals of Hotel Distribution** authorized by ESSEC Business School through Coursera.
- **Vice President** of the executive committee of ITHMS-IUBAT Tourism and Hospitality Management Society (2020 to 2021)
- **Publication Manager** of ITHMS-IUBAT Tourism and Hospitality Management Society from 2019 to 2020.
- **Assistant Publication Manager** of ITHMS-IUBAT Tourism and Hospitality Management Society from (2018 to 2019)
- **On-Call Trainee** member of Food and Beverage Service Team under Banquet Department at Le Méridien Dhaka. (2017 to 2018)
- **Co-organizer** of World Tourism Day 2017 and 2018.
- **Senior Rover Mate (SRM)** of Tiger Open Rover Scout Group. (2017 to 2019)
- **Cadet Lance Corporal** of BNCC Air Wing under BAF Shaheen College Kurmitola platoon, Cadet No: 14711309. (2015-2016)

EDUCATIONAL BACKGROUND

International University of Business Agriculture and Technology (IUBAT)

Bachelor of Arts in Tourism and Hospitality Management (BATHM)

2017 to 2022

CGPA: 3.30 out of 4.00

BAF Shaheen College Kurmitola

Higher Secondary Certificate (HSC)

2016

Board: Dhaka

Group: Business Studies

GPA: 3.42 out of 5.00

Kurmitola High School and College

Secondary School Certificate (SSC)

2014

Board: Dhaka

Group: Business Studies

GPA: 4.25 out of 5.00

REFERENCES

Mohammad Abu Horaira

Associate Professor and Sports Coordinator

College of Tourism and Hospitality Management (CTHM)

International University of Business Agriculture and Technology (IUBAT)

4 Embankment Drive Road, Sector # 10, Uttara Model Town, Dhaka 1230, Bangladesh

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LANGUAGE

- Bangla (Speaking, Listening, Writing & Reading)
- English (Speaking, Listening, Writing & Reading)
- Hindi (Speaking & Listening)
- Urdu (Speaking & Listening)

PERSONAL INFORMATION

Father's Name : Md Helal

Mother's Name : Nasima Akter

Date of Birth : January 07, 1998

Present Address : Kha-38/2, Maddhapara, khilkhet, Dhaka - 1229

Permanent Address : Same as present

Nationality : Bangladeshi (by birth)

Gender : Male

Marital Status : Single

Religion : Islam (Sunni)

Blood Group : B (+ve)

Md. Rezwanul Haque

Assistant Manager (HR & Admin)

HANSA A – Premium Residence by UHRL

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