

Resume Letter of

Rabiul Islam

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Address: Dhamrai Model Town, Dhulivita, Lakuriapara, Dhaka- 1350



OBJECTIVE

- ☐ I want to Work for a leading organization in an invigorating atmosphere which offers professional development and growth potential to build my experience and advance my career.

EXPERIENCE

March 01, 2020 to be continued

• Snowtex Sportswear LTD • Management Trainee, HR

Suited on Dhulivita, Lakuriapara, Dhamrai, Dhaka- 1350

Responsibility:

- Daily attendance Counting
- Maintaining local recruitment process for factory.
- The accomplishment of the Recruitment process
- Incentive Bonus Provided, such as;
*KPI *Housekeeping *OT
- Monitoring Health Care
- Decided there leave grant or not based on the company policy and abide by Bangladesh labor code 2006
- Performance Appraisal, like promotion and provide their documentation
- Filling the documents
- Administrative work
- Work for employment laws and practices and manage multiple projects.
- Maintaining the highly confidential nature of human resources work.
- To work oriented, accurate, thorough, and able to monitor work for quality

January 2019– February 2020

• The Bridge • Executive

Suited on SEL Rose-N-DALE, Suite: 1001, 116, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1205, and Bangladesh.

Rewarded top performer of 2019

Responsibility:

- Market analysis and build a new marketing strategy
- The relationship builds up with government officials whereby ministry and cabinet division.
- Program itinerary, Budget and Invoice making as client request
- Visa process over the 35-ministry official country like USA, Canada, Brazil, Australia, Italia, Germany, UK, Netherlands all Schengen country visas, and some Asian countries.

Impact:

There is a major change in the Visa processing unit, for my engagement. Only two months I just processing a 200+ Australian visa and getting successfully visa grant notification. An individual's getting their visa minimum of 10 to 15 days. All of the participants are Bangladesh government officials, Ministry of Law, Justice and Parliamentary Affairs.

10 December 2017–31 March 2018

• Transparency International Bangladesh (TIB) • Field Enumerator

Suited on Midas Centre ((4th & 5th Floor)), House # 05 Rd No. 27, Dhaka 1209

Work Station Chittagong Division District on Chittagong, Feni, Noakhali, Comilla

Responsibility:

- Every research work reportable to the senior program manager.
- Each day Survey 100 household that is fixed.
- After surveying it were analyzing and then submit supervisor.
- Interviewing household head and sometimes our coordinator stay with that time.
- Known their problem, identifying the error of government service and calculation of corruption.

EDUCATION

Southeast University

Master of Business Administration (M.B.A)

Major of Human Resource Management, Result 3.42 out of 4. Fall 2016 to spring 2017

Atish Dipankar University of Science and Technology

Bachelor of Business Administration (B.B.A)

Major of Human Resource Management, Result: 3.80 out of 4. Fall 2012 to spring 2016

Dalta College

Higher Secondary School Certificate (H.S.C)

Group of Business Studies, Result: GPA 4.10 out of 5, Year: 2011, Under Cumilla Board

Bhatra High school

Secondary School Certificate (S.S.C)

Group of Business Studies, Result: GPA 3.69 out of 5, Year: 2009, Under Cumilla Board

TRAINING ACTIVITIES

Managerial Training

Training on Stepping up for High Performance

Training Facilitation: Bangladesh Society for Human Resources Management (BSHRM)

Training Date: 16-11-2018

Digital Marketing

Training on Affiliate Marketing

Training Facilitation: BASIS Institute of Training & Management (BITM)

Training Date: 27-06-18 to 29-09-2018

Research & Policy

Training on National Household Survey

Training Facilitation: Transparency International Bangladesh (TIB)

Training Date: 10-12-2017 to 20-12-2017

SKILLS

- Digital Marketing
- SEO
- Computer Skill
- Internet Communication

Communication Skill:

Good English Language Proficiency, with critical reading, speaking, listening, verbal and written expression.

PERSONAL QUALITY

- Good communication skill
- Tactful team player
- Thrive within group environment
- Self-motivated
- Innovative thinker, Creative and meticulous, Optimistic
- Inquisitive, Friendly and able to work under pressure.

PERSONAL DETAILS

- NID No: 4173877129
- Permanent Address: Village Jamalpur, P.O- Bhatra
- Date of Birth: 15th July 1993
- Father's Name: Imam Hosen
- Mother's Name: Nasima Bagum
- District: Lakshmipur
- Police Station: Ramgonj
- Religion: Islam
- Marital Status: Unmarried
- Blood Group: A⁺

REFERENCE:

Shariful Islam

Designation : Deputy Director

Organization : Ministry of Expatriates' Welfare & Overseas Employment Place.

Probashi Kallyan Bhaban, 71-72, level-11, Room-1201, Esskaton Garden

Cell : 8801971430203

Email : imsharif@yahoo.com

Arif-uz-Zaman Khan

Designation : Assistant Professor and Coordinator of MPH Program

Organization : Atish Dipankar University of Science & Technology

Place : Plot #209, Sector #15, Uttara, Dhaka- 1230

Cell : 01928086004

Email : piashrubel21@yahoo.com



Rabiul Islam

Date: 24 August 2020