

# MD. ARIFUL ISLAM



## WORK EXPERIENCE

**Organization:** AKSID Corporation Limited

**Designation:** Executive, HR

**Job Duration:** August 2018 – Date

### Responsibilities:

- Assisting day to day operations of the HR functions and duties.
- Issuing letters like salary certificate, increment, transfer order, promotion, termination, discontinuation, leave balance etc.
- Job posting, CV collecting, screening, calling for interview.
- Arranging and an active member of interview board.
- Preparing mobile bill through ERP.
- Updating the employee database & maintaining employee master database in ERP.
- Organize, compile, update company personnel records and documentation.
- Maintain daily, weekly and monthly attendance.
- Assisting in recruitment and selection process.
- Announcing new employee to company through email.
- Conducting exit interview.
- Assisting to update organogram, job description and other documents as per requirement.
- Assisting in employee performance appraisal process.
- Taking full part of recruitment process including appointment letter, joining letter, bank account forms, ID and business card.
- Conducting HR audit.
- Hunting talent through LinkedIn, Social Media, BD Jobs.
- Assisting to complete weekly and monthly KPI.
- Carrying out any other jobs as assigned from management.

### Achievements:

- My ideas of “**Announcing New Employee to Company Through Email**” and “**Interview Rejection Mail**” got approval of top management. Before that AKSID Corporation Limited was out of practice of these procedure of Human Resource Department.
- Top management of AKSID Corporation Limited also approved my idea of putting a “**Checklist for Employee Personal File**” in the service book of every employee of the organization. This is something that can help you to find out which documents are missing from the service book of employees.

## CAREER OBJECTIVES

*Intended to build up career in a reputable institution and work in competitive milieu where higher degree of responsibility, sense of duty, commitment, proper skill, diligence are required to achieve companies goals and seeking a position which demands the best of my professional ability in terms of managerial, financial and marketing skills, and helps me to enhance my current skills and knowledge.*

## KEY QUALITIES & FEATURES

- *Able to work independently with minimal supervision.*
- *Willingness to learn, self-motivated and confident person.*
- *Good as a leader and also as a team member.*
- *Proactive thinking, creative, resourceful, and interactive person.*
- *Strong in building interpersonal relations and “can do” attitude.*

## INTERPERSONAL SKILLS

- † *Adaptability*
- † *Collaboration*
- † *Time Management*
- † *Self-Confidence*
- † *Work Ethic*
- † *Handling Pressure*

- With the approval of top management, I established the practice of using “**Mail Signature**” in email of every employee of the organization. That email signature is basically a JPG file (725x252) containing photo, name, designation and mobile number of the employee. Also contains name and address of the organization.

## PERSONAL INTEREST

- † *Music*
- † *Movies*
- † *TV Show*
- † *Shopping*
- † *Sports*
- † *Reading*
- † *Traveling*

## SPECIAL SKILLS

- ¶ ERP
- ¶ Slack
- ¶ Freshdesk
- ¶ Microsoft Visio
- ¶ Google Doc
- ¶ Google Spreadsheet
- ¶ Microsoft Outlook

## EDUCATION

### ❖ **Master of Business Administration (MBA)**

Major in Human Resource Management  
North South University  
CGPA: 3.32 (Out of Scale 4)  
Session: (Fall 2016 – Spring 2109)

### ❖ **Master of Business Studies (MBS)**

Major in Accounting  
National University  
Second Class (Marks: 59.20%)  
Session: (2012-2013)

### ❖ **Bachelor of Business Studies (BBS)**

Major in Accounting  
National University  
First Class (Marks: 61.20%)  
Session: (2009-2012)

### ❖ **Higher Secondary Certificate (HSC)**

Major in Science  
Govt. Shaheed Bulbul College, Pabna  
GPA – 3.70 (Out of Scale 5)  
Session: (2007-2008)

### ❖ **Secondary School Certificate (SSC)**

Major in Science  
Pabna Zilla School, Pabna  
GPA – 5.00 (Out of Scale 5)  
Session: (2005-2006)

## LANGUAGE PROFICIENCY

- *Bengali : Fluent*
- *English : Fluent*
- *Hindi : Basic*

## COMPUTER LITERACY

- *Good understanding in MS Office, Google Doc, Google Spreadsheet and MS Visio.*
- *Able to communicate via Slack, Zoom, TeamViewer, E-mail and internet media.*

## EXTRA-CURRICULAR ACTIVITIES

### CONTACT



01722-997921



vcarif@gmail.com



Mirpur, Dhaka

### PROCLAMATION

*I thereby declare that, all the information that I have provided is true and correct to the best of my knowledge. In case of any misinformation, I shall be liable for disqualification.*

### SIGNATURE

*Ariful Islam*

### ❖ Co-Author of Research Paper

- Topic of the research paper - "International Consumers View on Hybrid Cars"
- Approved by 'Dhaka University International Conference Panel (2019)' in 'International Trade and Business' segment.
- Published in "Journal of Business Studies (2019)" by Dhaka University.
- My contribution to the paper - abstract, hypothesis development, methodology and data collection, descriptive analysis, correlation and regression analysis.

### ❖ Member of NSU MBA Club

- The events I organized with my team was different Seminar, MBA orientation program, NSU annual picnic, Blood donation, Club fair.
- Volunteered in the Career Festival 2016 and 2018 organized by North South University.
- Volunteered Worlds Children Day with JAAGO foundation.
- Attend Industrial Tour at Horizon Group in 2017 and Meghna Group of Industries in 2019 arranged by NSU MBA Club.

## PERSONAL INFORMATION

<b>Father's Name</b>	: Md. Afzal Hossain
<b>Mother's Name</b>	: Mst. Hamida Khatun
<b>Date of Birth</b>	: 13 <sup>th</sup> April-1991
<b>Sex</b>	: Male
<b>Religion</b>	: Islam
<b>Height</b>	: 5'-7"
<b>Weight</b>	: 71kg
<b>Blood Group</b>	: 'A' Positive
<b>NID</b>	: 2805119837
<b>Present Salary</b>	: 25,200
<b>Expected Salary</b>	: 30,000

## REFERENCES

Professor Md. Boainuddin

Ex-Chairman, Rajshahi Education Board  
Ex-Controller, Dhaka Education Board  
Cell: +8801711705713

Md. Tanvir Gias Srizan

Manager, HR  
AKSID Corporation Limited  
Cell: +8801718039740  
E-Mail: srizan.aksid@gmail.com