

## Md. Ahsanuzzaman

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## Objective

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To work in an organization, which offers a competitive and performance based environment and nourish the talents and helps explore the inherent abilities of the employees for the development of the organization.

## Professional Experience

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**Designation** : Senior Executive (HR & ADMINISTRATION)  
**Company** : Real Technology & Engineering Ltd.  
**Duration** : 05 April, 2015 till Date.

### Responsibilities:

- ✓ Assist with day to day operations of the HR functions and duties
- ✓ Compile and update employee records (hard and soft copies)
- ✓ Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- ✓ Coordinate HR projects (meetings, training, surveys etc.)
- ✓ Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- ✓ Properly handle complaints and grievance procedures
- ✓ Assist various Departments to source candidates and update to company database

## Professional Experience

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**Designation** : Senior Officer (HR & ADMINISTRATION)  
**Company** : Hyundai Motors Bangladesh Limited.  
**Duration** : 01 July, 2014 to 04 April, 2015.

### Responsibilities:

- ✓ Arrange company's interview programs, Assist in recruiting and Selection process, and training.
- ✓ Responsible for issuing official letters (for example: Appointment letter, Confirmation letter, or any other official circular).
- ✓ Maintain personal files & keep information Secret.
- ✓ Familiarizing new employees with office environment (Introduction & Orientation).
- ✓ Assisting supplementary of all department such as recruiting, training etc.
- ✓ Prepare and Update Employee List of Front Office (Dhaka), Workshop (Dhaka) and Chittagong Front Office, Chittagong Workshop time to time.

## Professional Experience

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**Designation** : Executive (Marketing)  
**Company** : Eclectic (Consultancy and Supply Firm).  
**Duration** : 01 August, 2012 to 30 June, 2014.

### Responsibilities:

- ✓ Preparing formal Documents and plans for marketing products and services
- ✓ Communicating with clients for supplying products
- ✓ Performing various Marketing activities (Branding, IMC etc)

## Educational Qualification

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Degree	Institution	Year of Completion	Result
MBA (HRM)	East West University	2014	CGPA: 3.26 (On a 4 Point scale)
BBA (Marketing)	East West University	2012	CGPA: 3.52 (On a 4 point scale)
HSC (Science)	Rangpur Cant. Public College	2007	GPA: 4.80 (On a 5 point scale)
SSC (Science)	Rangpur Zilla School	2005	GPA: 5.00 (Golden On a 5 point scale)

## Computer Skills

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- ✓ Microsoft Office Packages (MS Word, MS Excel, MS PowerPoint)
- ✓ Internet Surfing

## Language Skills

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- ✓ Fluent in both reading and writing English language.
- ✓ Fluent in both reading and writing Bengali language.

## Achievements

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- ✓ Received Merit Scholarship Award from East West University in summer 2010
- ✓ Received First prize in a book reading competition arranged by Bishwa Sahitya Kendra in 2005.
- ✓ Received Scholarship for achieving GPA 5.00(Golden) in Secondary School Certificate (SSC) Examination in 2005.

## Extra-curricular Activities

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- ✓ Attended a workshop on “Personality development” arranged by “Future Leaders” in December 2011
- ✓ Attended in a training program focused on “career development” organized by career counseling center of East West University in October 2011
- ✓ Participated in a “Advertisement making competition” arranged by “Grey International Limited” in September 2011

- ✓ Participated in a marketing competition ‘Bizmaestros’ organized by “Unilever Bangladesh limited” in September 2011.
- ✓ Worked as a volunteer with East West University Creative marketing club from March 2009 to May 2010.

## **Personal information**

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Date of birth : 04 December, 1989  
Marital Status : Single  
Nationality : Bangladeshi

## **References**

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**Mr. Md. Ibrahim Khalil**  
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