

K. M. NAHIN IFTEAKHAR

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Career Objective:

A highly detail-oriented, self-motivated graduate who desires to secure a job in the progressive organization that gives a scope to enhance my knowledge and utilize my skills towards the growth of the organization

Career Summary:

1. As of now functioning as an Executive, Administration Department at BEXIMCO HOLDINGS LTD.
2. Graduated in Finance from Independent University of Bangladesh.
3. Completed Internship from Mutual Trust Bank.

Employment History: Total Year of Experience: 1.7 Year(s)

1. Executive (January 1, 2019 - Continuing)

BEXIMCO Holdings LTD

Company Location: Dhaka, Gulshan Avenue

Department: Administration

Duties/Responsibilities:

1.1 Operations

- ❖ Organise and schedule meetings agendas, travel arrangements, and appointments.
- ❖ Stationary Management, bill preparation and submission.
- ❖ Submit and reconcile expense reports
- ❖ Logistics support to the Top-Management and to their guests.
- ❖ Documentation of different important official papers for top-managements, and ditch patch them to the concern persons.

1.2 HR and Compliance Activities:

- ❖ Performing and ensuring core HR activities and practices in the whole organisation.
- ❖ Preparation of all documents related to recruitment, selection, employment, probation, attendance and leave issues, evaluation etc.
- ❖ Salary preparation and disbursement,
- ❖ Mobile bill preparation of Management, Executive office and blue-collar staffs and payments.
- ❖ Ensuring day-to-day smooth operation of the HR & compliance programs.
- ❖ Coordinate with new employee's probation period and confirmation formalities.
- ❖ Generate HR operations report as and when required.
- ❖ To do Day-to-day general administration that include daily attendance, leave, safety.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration
Bachelor of Business Administration (BBA)	Finance	Independent University, Bangladesh	CGPA:2.93 out of 4	2018	4
Higher Secondary Certificate (HSC)	Science	Quality Education College	CGPA:4.7 out of 5	2013	2
Secondary Scholl Certificate (SSC)	Science	Khilgaon Govt. High School and College	CGPA:4.88 out of 5	2011	2

Technical Skills

- ❖ Microsoft Office- MS Word, Excel, PowerPoint
- ❖ Administration,
- ❖ General HR activities,
- ❖ Data analysis,

Non-Technical Skills

- ❖ Excellent interpersonal and communication skills
- ❖ Good analytical and problem-solving skills.
- ❖ Work well under pressure.
- ❖ Good written and verbal communication skills (Bengali and English).
- ❖ Ability to work independently or as a part of a team.
- ❖ Leadership skill.

Extra-Curricular Activities:

- ❖ General member at Independent University Business Club.
- ❖ Worked as a team leader.
- ❖ Event organizing capability.

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	Medium
Bangali	High	High	High

Personal Details:

Father's Name : MD. Ifteakhar Hossain Khan (Late)
Mother's Name : Nur-A-Nazma Khan (Late)
Date of Birth : March 23, 1995
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 19956710434000695
Religion : Islam
Permanent Address : Burumdi Khan Bari, Sonargaon, Narayanganj

Reference (s):

Reference: 01

Name : Kazi Mezbah Uddin
Organization : Mutual Trust Bank
Designation : Manager & SAVP
Address : Mailbag Chowdhury Para, Dhaka-1219
Phone (Off.) : N/A
Phone (Res.) : N/A
Mobile : +8801913520587
E-Mail : mazbah.uddin@mutualtrustbank.com
Relation : Professional

Reference: 02

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