

Arshad Mahmud

Address: House: 407, Road #09, Block F, Bashundhara R/A, Dhaka.

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Cell: +8801686009010



Gender: Male **Nationality:** Bangladeshi **Date of Birth:** 14/01/1994

Career Objective:

Seeking for a dynamic and diversified organization which will help me to utilize the best of all my learning and knowledge. Determined to learn new things and contribute actively to the growth & sustainability of the organization.

Experiences:

Designation	Company Name	Work Responsibilities	Year
HR Intern Human Resource Management Department (04/11/2019 to 04/02/2020)	Transcom Beverage Limited	✓ I was directly involved with the “Trainee Sales Executive Recruitment Program”. ✓ Updating data in HRIS (Human Resource Information System) . ✓ Employee Insurance related tasks. (Making excel for employees insurance related information, checking and updating). ✓ Regular administrative tasks and activities. ✓ Preparing Reports (MS Excel & MS Word) for HR Department. ✓ “ Acknowledgement Receipt of Income Tax ” collecting and updating in excel file. ✓ Taking written exams of PSRS and Sales Executive ”	2020

Academic Qualifications

Degree	Passing Year	CGPA
North South University BBA (Major : Human Resource Management)	2020	3.19 out of 4
Higher Secondary Certificate (HSC) Dhaka Commerce College Business studies	2012	GPA : 5.00
Secondary School Certificate(SSC) Monipur High School Business Studies	2010	GPA : 5.00

Academic Project

Course Name	Course Code	Academic	Project title and brief description
Human Resource Management Practice in Bangladesh	HRM 430	BBA	✓ “ McDonald’s: Let the loving it Journey Begins in Bangladesh ” If McDonald wants to come in Bangladesh what challenges, advantage, competition, partners they will get. I did a research and made a project.

Skills

Types of skills	Brief Description
Interpersonal skills	Negotiation Skill, Critical thinking, Leadership, Presentation skill, First Aid knowledge, Tolerant, Flexible, Organizing & Problem Solving Capacity.
Computer Skills	MS Word, MS Excel, Power Point
Language	Bangla, English, Hindi (Listening, Reading and Writing)

Achievement

✓ Got Scholarship from “National Bank limited” for achieving GPA-5 both in SSC and HSC Examination.
✓ Winner of “Negotiation Competition” arranged by Mr. Tajuddin Ahmed at North South University

EXTRA CURRICULAM ACTIVITIES

✓ Volunteer of “Prothom Alo Apps Competition”.
✓ I worked as a volunteer in “National Career Fair” 2019

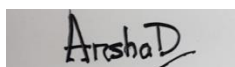
Personal Information

Father's Name: Hasan Mahmud
Mother's Name: Thamina Begum
Religion: Islam
Height: 5'11"
Blood Group: B+
Sex: Male
Marital Status: Unmarried

Reference

A K M Atiqur Rahman General Manager Human Resources & Corporate Affairs Transcom Beverages Limited 01819411333 atiqur.rahman@tbl.transcombd.com	Dr. M Jashim Uddin Assistant Professor North South University 01720-611280 jashim.uddin01@northsouth.edu
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All the information above mentioned is true and I am not associated with any anti-social activities.



Arshad Mahmood