



## MD. ASIQR RAHMAN

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Block -E, Banasree, Dhaka

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## CAREER OBJECTIVES

- To develop a holistic career portfolio in human resources management to establish myself as a HR generalist in future.
- After entering into offered post for the Organization I want to see myself one of the top professionals in the area of my work.
- Willing to utilize my conceptual and analytical skills and my leadership skill.

## SKILLS

- Time management skill
- Positive minded
- Strong communication & interpersonal skills.
- Proficient.
- Commercial awareness.
- Highly organized.
- Diplomatic and objective.
- Trustworthy.
- Team working and supporting with colleagues.

## PROFESSIONAL WORKSHOP & TRAINING

- Attended 2 day live in "Team Building session" at BCDM Gazipur arranged by QUBEE.
- Overcoming Difficult Service Situations arranged by QUBEE.

## EXPERIENCE

### Sr. Officer-HR (Recruitment Section), Yes Pvt. Limited

From 1<sup>st</sup> December 2018 to 30<sup>th</sup> June 2019



#### Job Description:

- Source potential candidates for both local and multinational companies.
- Sort CVs within the set requirements and criteria of respective companies.
- Coordinate overall recruitment and selection process with clients of the company.
- Maintain professional networking with others organization top management.
- Assist in preparing documents relating to agreement paper.
- Communicating international client through mail.
- Assist to chairman for business Development.
- Arranging Vacancy announcements, review applications, screening and refer suitable candidates to the client.
- Create and maintain CV pool for the assigned projects.
- Get arrange the newly joined employee's appointment process.
- Maintain employee's database.

### Officer (KYC Activation), bKash Limited.

From 10<sup>th</sup> March 2018 to 30<sup>th</sup> November 2018.



#### Job Description:

- Identity check of the old and new bkash account holders through the NID check with the EC Database Portal.
- Quality check of the received KYC paper as per the guideline. (IQC, DEQC)
- Performing KYC reconciliation.

### Customer Care Executive,

**QUBEE (Augere Wireless Broadband Bangladesh Limited)**

From 17<sup>th</sup> January 2012 to 30<sup>th</sup> April 2013



#### Job Description:

- Answer incoming calls from customer & technical support over the phone.
- Managing customers by providing them support on an instant basis.

## EDUCATION

### Post Graduation Diploma in Human Resource Management (PGDHRM)

United International University

2020 January Session (On Study)

Human Resource Management [HRM].

### Masters of Business Administration (MBA)

United International University

Human Resource Management [HRM]. (CGPA-2.37 Out of 4), 2019.

### Bachelor of Business Administration (BBA)

American International University Bangladesh (AIUB) [Partially Completed]

Human Resource Management [HRM]. (CGPA- 2.87 out of 4)

[108 Credit Completed Out of 123 Credit]

European University Bangladesh (EUB).

[Credit Transfer for 67 Credit]

Human Resource Management [HRM]. (CGPA- 2.956 out of 4), 2017.

### Higher Secondary Certificate (HSC)

Kushtia Government College, Kushtia.

Commerce (GPA-4.00 out of 5), 2008.

### Secondary School Certificate (SSC)

Police Lines School and College, Kushtia,

Commerce (GPA-4.38 out of 5), 2006.

## COMPUTER LITERACY

- Computer literacy in Microsoft Word, Adobe Photoshop, Excel, Power Point

## LANGUAGE PROFICIENCY

- Excellent skill in writing and speaking Bangla.
- Good performance in writing and speaking English.

## NON ACADEMIC ACTIVITIES

- During spare times try to increase relationship network.
- Love to get introduced new people and place.
- Interest in singing, writing lyrics, watching movies.
- Photography.
- Hobby: Traveling.

## PERSONAL INFORMATION

Name : Md. Asiqur Rahman  
Fathers Name : Md. Motiar Rahman.  
Mothers Name : Mrs. Firoza Rahman.  
Address (Permanent) : C/O Md. Motiar Rahman  
West Mazampur, Kushtia-7000  
Date of Birth : 11-09-1991  
Marital Status : Married.  
Nationality : Bangladeshi.  
Religion : Islam (Sunny).  
Blood Group : AB (+).

## REFERENCES

**M. Altaful Karim**  
AGM-Admin & Incharge  
Import Kazi Food Industries Ltd  
E-mail: altaful.karim@kazifarms.com

(Md. Asiqur Rahman)

Date: