

**MD. ASHIKUR RAHMAN**

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E-mail : ashikurarr@gmail.com  
LinkedIn : ashikur-rahman-ripon-81456abb  
Skype ID : live:ashikurarr  
Age : 25 Years (22-10-1994)  
Mailing Address: Uttara, Dhaka

**Career Objective:**

To use my academic merits, technical skills to work as part of a dynamic team where there is an opportunity to make significant contribution along with developing personal skills and build career in the field of work.

**Core Proficiencies:**

• Core HR & HR Budgeting • Computer Competency • Risk Management & Assessment • Team Development

**Personal Attributes:**

- Proven work experience as an HR Administrator or relevant role
- Experience with HR software, HRIS or HRMS
- Excellent knowledge about MS Office and should have a good command in advanced MS Excel
- Through knowledge of labor laws
- Able to give the best result in pressure situations
- Strong perception and Excellent analytical, interpersonal and communications skills
- Strong ability to Organizing, arranging and coordinating meetings
- Strong ability to take decision in responsibility; Strong leadership and patience full skills

**Work Experience****Executive- HR & Admin****Paradise Group**

Duration: July 2019- Continuing

**Key Responsibilities:**

- Assist with day to day operations of the HR functions and duties
- Arranging, conducting & processing employee recruitment & selection; as per recruitment & selection policy
- Organize and maintain personal records
- Update internal database (e.g. record sick or maternity leave)
- Prepare HR documents, like employment contracts and hire guides
- Create regular reports and presentation on HR metrics (e.g. turnover rates)
- Assist our recruiters to source candidates and update our database
- Assist payroll departments by providing relevant information
- Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Direct report to the HR Head and company Management
- Motivating & counseling the staffs to ensure maximum productivity and profitability

**Jr. Executive- HR & Admin****Paradise Group**

Duration: January 2019-June 2019

**Key Responsibilities:**

- Assist with day to day operations of the HR functions and duties
- Update internal database (e.g. record sick or maternity leave)
- Assist payroll departments by providing relevant information

**Internship**

Activities of General Banking Department

**National Bank Limited**

Duration: February 2018- May 2018

**Key Responsibilities:**

- To proof & read all NBL employee's information in the master MS Excel file
- To report daily update and progression of work to my supervisor

### Academic qualification:

Exam Title	Major	Result	Institute/Board	Passing Year
MBA	HRM	CGPA- 3.84	American International University- Bangladesh	Ongoing (Last Semester)
BBA	MIS	CGPA- 3.48	American International University-Bangladesh	2018
HSC	Science	GPA- 3.70	Jessore Board	2013
SSC	Science	GPA- 4.31	Jessore Board	2011

### Language proficiency:

Bengali: Native proficiency

English: Professional working proficiency

### Achievement:

- Got **2<sup>nd</sup> prize** to participated in inter college "**Independence Essay Competition**"
- Got **Best Volunteered Award** in "**MIS Day,2017** (Organized by the MIS Department in AIUB and Pickaboo.com) as an event Organizer"

### Technical Skills:

**Computer Skills:** MS Office, Internet, Email & also able to type in **English** with the speed of **25-30 WPM** (95% accuracy) & **Bangla** with the speed of **10-15WPM** (95% accuracy)

### Extra-Curricular Activities:

- **Member** in **The American Center**; Since:2014 and joining so much workshop.
- **Participated** in "**SAP Workshop**" to understand the fundamental operations of SAP and its modules.
- **Volunteered** in "**MIS Day,2017** (Organized by the **MIS Department in AIUB** and **Pickaboo.com**) as an event Organizer"
- **Volunteered** in "**AIUB BIZ TECH Challenge,2018** (Powered By ILDC)" as an Event Organizer
- **Volunteered** in "**AIUB BIZ TECH Challenge,2017** (Powered by Robi)" as an Event Organizer
- **Volunteered** in "**MIS Day,2016**(Organized by the **MIS Department in AIUB**)" as an event Organizer
- **Volunteer** in "**YSSE** (Youth School for Social Entrepreneurs)"
- **Participated** in a workshop named as "**CORPO ROUTE KEY-2**(Powered by Youth Voice of Bangladesh-YVB)"

### References:

#### **A. K. Nazmul**

Associate Professor  
Faculty of Business Administration  
American International University-  
Bangladesh  
Contact: +88 01552-312 191  
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Relation: Academic

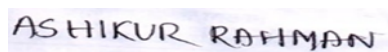
#### **Md. Nazmus Salehin**

Head- HR & Admin  
Paradise Group  
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Relation: Professional

### Declaration & Authenticity:

I do hereby declare that the information given above is true of my knowledge.

Yours faithfully,



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(MD. ASHIKUR RAHMAN)

Date: March 8, 2020