

Khandokar Shams Tabrez Raiyan
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CAREER GOAL

Would like to build my career in an organization's Human Resource Department where I will get to learn new things and where international standards are strictly followed. Instead of running behind money, I would like to gather experiences like no other and excel in the path I follow to fulfil my dreams.

WORK EXPERIENCE

1. **Organization:** Samsung R&D Institute Bangladesh Ltd.
Department: Human Resources.
Designation: Intern, Talent Acquisition (**Current**).
Duties/Responsibilities:
 - Documentation, Proctoring & CV sorting.
 - Assist in day to day HR Operational activities.
 - Assist in preparing yearly Employee Relations (ER) strategy.
 - Assist in internal & external Employee Relations programs.
 - Coordinate and assist in day to day Recruitment operational activities.
 - Coordinate and assist in day to day Training operational activities.
2. **Organization:** Expo Group, Bangladesh.
Department: Human Resources.
Designation: HRIS Data Operator (**2019**).
Duties/Responsibilities:
 - Entering Employee data from source documents within time limits.
 - Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
 - Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
 - Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
3. **Organization:** The Westin Dhaka.
Designation: Management Trainee Officer (**2017**).
Duties/Responsibilities:
 - Making Pro Forma for the coming events.
 - Responsible for the day to day sales and marketing work.
 - Talking to foreign guests, taking their grievance and trying to solve them.
 - Making sales call and sales offers to different Multinational and National companies.
4. **Organization:** Radisson Blu Dhaka Water Garden.
Department: Food & Beverage Service.
Designation: Trainee (**2016**).
5. **Organization:** Dhansiri Communication Ltd.
Department: Event Management.
Designation: Volunteer (**2013-2014**).

EDUCATION

1. **PGDHRM (Enrolled)** **United International University (UIU)**
Post Graduate Diploma in Human Resources Management.
2. **MBA (2019)** **Independent University, Bangladesh (IUB)**
Master of Business Administration.
Major: Human Resources Management.
CGPA: 3.08
3. **BTHM (2016)** **Victoria University of Bangladesh (VUB)**
Bachelor of Tourism & Hospitality Management.
CGPA: 3.78
4. **ISC (2011)** **Himalayan International Residential School (HIRS)**
Indian School Certificate.
New Delhi Board.
Commercial Studies.
Percentage: 70%

TRAINING

1. **Training Title:** Certificate in Computer Office Application
Institute: Bangladesh Technical Education Board (BTEB)
Year: 2019
2. **Training Title:** Data Handling Procedures
Institute: The Westin Dhaka
Year: 2017
3. **Training Title:** Marriott + Starwood Overview
Institute: The Westin Dhaka
Year: 2017

SKILLS

- Good computer knowledge in **M.S Word, M.S Excel, M.S Power Point & M.S Access.**
- Excellent command over the **English** language both spoken and written.
- Believes in **Team Work.**
- **Yes, I Can** attitude.

CO-CURRICULAR ACTIVITIES

- Took part in the Dhaka International 10 Km. Marathon Run 2013 and completed successfully and was awarded with a participation medal.
- Was appointed as the Head Boy of the school and college for the academic year 2009-2011.
- Was awarded as the Spirit of HIRS (the highest award given to an individual student in the school) in the year 2011.
- Was awarded thrice with the All Round Contribution and Outstanding Achievement Award for the academic year 2007-2008, 2008-2009 and 2010-2011.
- Was awarded with the Outstanding Achievement Award in Community Service in the year 2011.
- Took part in Bangla Debate from the academic year 2005-2011 and was awarded winner and runners up respectively.
- Represented HIRS in different interschool Dance Competition and Football Competitions from 2007-2011 and was awarded with Participation Certificates Respectively.
- Respectively achieved many awards in the field of athletics which consists of track events (100m, 200m, 400m and 800m) Shot Put, Javelin and Discus.
- Respectively achieved many awards in the field of swimming which consists of 3 strokes (Front Crawl, Back Stroke and Breast Stroke).

REFERENCE

Gazi Munir Uddin

Sr. Professional and Head of HR
Samsung R&D Institute Bangladesh Ltd.
Email: munir.hr@samsung.com
Contact no: +8801730783287
Relationship: Professional.

Md. Bashiur Rahman Abir

Executive - Talent Acquisition
Human Resources
Expo Holdings (BD) Ltd.
Email: abir@expogroup-bd.com
Contact no: +8801847052223
Relationship: Professional.

DECLARATION

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

SIGNATURE



(Khandokar Shams Tabrez Raiyan)