



Bashundara,Block-A,Road-14 
+8801728570157 
ashiqur7011@gmail.com 

Ashiqur Rahman



OBJECTIVE

Working in a challenging role of an organization where there are opportunities to utilize my proven Leadership, Management and Communication skills & abilities to achieve the assigned goal of the organization, contribute to the growth of the organization and to have a growth oriented career.



EDUCATION

Digital Marketing Course | Coder Trust

2019

- Concentration: Search Engine Optimization, Social Media Marketing, Google AdWords.

Bachelors of Business Administration(BBA) | Independent University Bangladesh

2013 – 2018

- Major in Human Resource Management
- CGPA: 2.84

Higher Secondary Certificate(HSC) | Shaheed Ramizuddin Cantonment College

2010 – 2012

- Group: Science
- GPA: 4.40

Secondary School Certificate(SSC) | Kalachandpur High School & College

2010

- Group: Science
- GPA: 4.81



EXPERIENCE

Commercial Executive(Acquisition) | Daraz Bangladesh

FEB 15,2019 – PRESENT

- Achieve monthly target in acquiring vendors.
- Create account and provide training to vendors.
- Market visit for market research and report accordingly.
- Maintain liaison with other department.
- Give seller training to the seller.
- G2M Strategies-understand the market, identify the sellers and business portfolio to acquire new vendor.
- Monitoring vendors order, payment and others issue.
- Targeted KPI on new seller's acquisitions, assortment and make them active.

Jr.HR Executive | Globe Pharmaceuticals Company LTD
JANUARY 6,2018– JANUARY15,2019

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Ensuring new hire paperwork is completed and processed.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Processing all personnel action forms and ensuring proper approval.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.



SKILLS

- Having Proven Leadership, Managerial and communication skills & ability by which I can combine my resources or team mates to achieve the assigned goal.
- Excellent communication, interpersonal and analytical skills.
- Well energetic, self-motivated, flexible to change, and good team manager
- Influence ability, able to manage stress and quick decision learning.

COMPUTER SKILLS:

- Excellent computing skill on Microsoft Office especially word, excel & PowerPoint.
- Good at email & internet browsing.



EXTRA CURRICULAR ACTIVITIES

- President of IUB Football Team (2015-18 season)
- Captain of IUB Football Team (2015-17season)
- Volunteer of Jaggo Foundation.
- Volunteer of Critical Link.



REFERENCES

1. MD Mahmudul Hasan
Project Manager
JJS- Jagrata Juba Shangha
Number:01748136738
2. Sayed Hossain
Teacher
Al-Headaya International School
Email: sayedsikdar@gmail.com
3. Nusrat Nafiz Rahman
Senior Officer, Corporate Relation
Apollo Hospital
Email: nusrat.nafiz@apollo dhaka.com