

# CV / RESUME OF MAHBUBUN NABI RASEL



## CONTACT DETAILS

House: 244, Shantibag,  
Shiraj Uddin Sarker Road,  
Dattapara, Tongi, Gazipur.  
P.O.: Islampur-1712, Bangladesh.

☎ Mobile: +8801788608500  
✉ Email: rasel.mnabi@gmail.com  
🌐 LinkedIn: Mahbubun Nabi Rasel  
Skype: Rasel.mahbubnabi

## CAREER OBJECTIVE

To participate in a challenging work environment that aims to peruse a sustainable organizational model by utilizing human & nonhuman resources and maintain balanced integration between hard work, dedication & skills towards a positive career portfolio.

## CAREER SUMMERY

- Strong knowledge of HR policies and practices.
- Outstanding understanding of organizational HR Process.
- Familiarity with payroll administration.
- Adequately capable to use Human Resource Information System
- Superior organizational and time management skills
- Exceptionally systematic and able to maintain an organized filing system

## PROFESSIONAL PROFILE

Most Recent Work Experience	
Period	From July 2019, Currently Working.
Position	<b>March 2020 – Ongoing:</b> Service Contract – People & Culture <b>September 2019 – March 2020:</b> Volunteer – People & Culture <b>July 2019 – September 2019:</b> Intern – People & Culture
Department	People & Culture (HR).
Organization	Oxfam in Bangladesh, Country Office, Dhaka, Bangladesh.
Responsibilities	<ul style="list-style-type: none"><li>• Provide administrative support to projects in all P&amp;C functions</li><li>• Prepare, maintain &amp; update Staff archive's files &amp; Database;</li><li>• Recruitment, Selection &amp; onboarding support;</li><li>• Preparing staff papers(Contracts, NOC, all Certificates)</li><li>• Staff welfare management;</li><li>• HR Audit assist;</li><li>• Job Advertisement processing;</li><li>• HR vendor management;</li><li>• Assist staff in cultural adaptation.</li><li>• Assist in payroll &amp; staff claim system.</li><li>• HRIS Support &amp; update online database;</li><li>• HR confidentiality enabler.</li><li>• Staff Communication &amp; Induction process.</li></ul>

Previous Work Experience	
<b>Period</b>	From January 2018 till April 2018
<b>Position</b>	Intern.
<b>Department</b>	HR & Compliance.
<b>Organization</b>	Tusuka Denim & Washing LTD, Konabari, Gazipur, Bangladesh.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• General HR &amp; Admin Task,</li> <li>• Work condition monitoring,</li> <li>• Prepare &amp; maintain documents,</li> <li>• Final Settlement,</li> <li>• Employee Orientation,</li> <li>• Health &amp; Safety Management.</li> <li>• Maternity Benefit &amp; Earn Leave calculation,</li> <li>• Attendance &amp; Leave management,</li> <li>• Labor Law &amp; Amendment Knowledge.</li> </ul>

## ACADEMIC BACKGROUND

<b>Degree</b>	Masters of Business Administration (MBA).
<b>Department</b>	Human Resource Management.
<b>Institution</b>	Bangladesh University of Professionals (BUP).
<b>Result</b>	Enrolled.
<b>Passing year</b>	2020, Ongoing (Weekends Only).
<b>Degree</b>	Bachelor of Business Administration (BBA).
<b>Department</b>	Human Resource Management.
<b>Institution</b>	Uttara University.
<b>Result</b>	3.39 (out of 4.00).
<b>Passing year</b>	2018.
<b>Degree</b>	Higher Secondary School Certificate (HSC).
<b>Department</b>	Business Studies.
<b>Institution</b>	Safiuddin Sarker Academy & College.
<b>Result</b>	4.50 (out of 5.00).
<b>Passing year</b>	2012.
<b>Degree</b>	Secondary School Certificate (SSC).
<b>Department</b>	Business Studies.
<b>Institution</b>	Safiuddin Sarker Academy.
<b>Result</b>	4.69 (out of 5.00).
<b>Passing year</b>	2010.

## CORE COMPETENCIES

- Leadership capacity to lead a team collaboratively for any assigned job.
- Excellent communication, interpersonal, and presentation skills
- Ability to work in a fast-paced environment meeting deadlines.
- Follow system procedures & comfortable working with all levels of management
- Emotional Intelligence within the work environment.
- Problem solving ability with a growth mindset & Flexible mentality to work system
- Quick adaptability to organizational Culture & norms.
- Working without Supervision (Pro-activeness).
- Able to work as a valued member of a team or independently
- Constant learning & development approach towards assigned tasks.

## PROFESSIONAL TRAINING

TRAINING RECEIVED	
<b>Training Name</b> Institution Year	<b>Anti-Corruption Policy, Safeguarding Awareness, Leadership at Oxfam, EU General Data Protection regulations, OGB IS Security Awareness, Oxfam Safe in Asia, IFRIC Code of Conduct.</b> Oxfam Great Britain. Between 2019 – 2020.
<b>Training Name</b> Institution Year	<b>Advanced Compensation &amp; Benefit Management.</b> BDJobs Training. 2018.
<b>Training Name</b> Institution Year	<b>Bangladesh Labor Law &amp; Rules in the Workplace.</b> BDJobs Training. 2018
<b>Training Name</b> Institution Year	<b>Social Compliance</b> Small and Cottage Training Institute (SCITI), BSCIC 2018

TRAINING CONDUCTED	
Training provided for Volunteers at Oxfam	Oxfam new joiners Cultural Adaption induction, Oxfam Anti-Corruption Policy, Workplace Safe-guarding Policy, Organizational Code of Conduct, Child-protection policy, basic IT induction.

## INFORMATION TECHNOLOGY SKILL

Efficient in MS-Office Applications (Word, Excel, PowerPoint and Outlook, Microsoft Teams), Official Online Communication (Skype, LinkedIn, WhatsApp, Workplace by Facebook, IBM iNotes), Quick IT Adaptability, Any kind of Internet based task.

## INTERESTS

A Bookworm. A Foodie. Love to laugh. Fun seeker, hate gloomy environment. Tech savvy. Participating in educational programs. Face new challenges to test self-limits. Learn new skills. Attending social campaigns. Meeting new people. Growing together as a team.

## EXTRA & CO-CURRICULUM ACTIVITIES

- Former Student Ambassador for Uttara University.
- Participated in Social awareness creation programs & youth leadership Programs.
- Co-owned & operational personnel of several small online business ventures.
- Former university clubs member. (Debate club, Computer Club, Language club, etc.)
- Worked for event management team at university level.

## LANGUAGE PROFICIENCY

Fluent native language skill in Bengali and professional language skill in English.

## PERSONAL INFORMATION

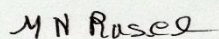
Date of Birth : 06 November 1994.  
Blood group : B + (Positive).  
Nationality : Bangladeshi (By Born).  
Country of Residence : Bangladesh.  
Marital Status : Single.

## REFERENCE

**Name:** A K M Asrarul Haq Rifat  
**Designation:** Sr. People & Culture Officer.  
**Department:** People & Culture  
**Organization:** Oxfam in Bangladesh.  
**Address:** Level-8, RAOWA Complex,  
VIP Road, Mohakhali, Dhaka-1206,  
Bangladesh.  
**Mobile:** +880-1713-286963  
**Email:** arifat@oxfam.org.uk  
references@oxfam.org  
**Relation:** Line Manager at Oxfam.

**Name:** Md. Seikh Sadi Milon.  
**Designation:** Sr. Executive, HR.  
**Department:** Human Resources, Sector –  
A.  
**Organization:** Basundhara Group.  
**Address:** Plot # 56/A, Block # C, Umme  
Kulsum Road, 2nd Avenue, Basundhara  
R/A, Dhaka-1229, Bangladesh.  
**Mobile:** +880-1799-998102  
**Email:** sheikh-sadi@bg.com.bd  
**Relation:** Known HR Professional

I do hereby declare that the above-mentioned information is correct. I understand that falsification of any information provided on this application will disqualify me.



Signature