

Resume of

MISHUK HOSSAN RABBI

27/1 Dhalpur, Dhaka, Bangladesh. Cell: +8801687059753

Email: mishukhossan@gmail.com LinkedIn: Mishuk Hossan Rabbi



CAREER OBJECTIVES

Secure a responsible position in the HR department, sharing my experience in end-to-end recruitment and administration, along with interpersonal skills and an ability to work for growth of the company.

EXPERIENCE

Shomoy Technologies Ltd

March 2019 – Continue

Executive – HR & Admin

- Managing end to end recruitment & selection process of STL
- Maintaining HR database, cv bank, documentation, attendance & leave management
- Administers compensation, performance management, employee benefits
- Executing HR initiatives such as employee engagement programs, training & development programs, talent management
- Managing general affair matters such as admin support, car, accommodation arrangements
- Developed basic HR policies and executing
- Managing payroll independently
- Conducted mock interview session at Independent University Bangladesh (IUB)

HR Bangladesh Limited

July 2018 – September 2018

HR Executive

- Supported in Recruitment, Selection and Placement process for 3 months project
- Maintained CV Bank, Database, hrbdjobs.com and sorted 8000+ CV
- Maintained HR documentation, attendance and leave management
- Visited 55 companies for HR support and prepared HR report, note, memo, letter etc.
- Conducted 2 Job Fair in Dhaka University and Bangladesh University of Professionals

Jamuna Bank Limited

January 2018 - April 2018

Intern

- Assisted in opening customer account, letter and maintained different registers
- Sorted and matched Cheque, Debit and Credit voucher with supplementary

EDUCATION

Degree	Institution	Major	Year	CGPA/GPA
EMBA	Jahangirnagar University	Human Resource Management (HRM)	2020	Enrolled
PGDHRM	Bangladesh Institute of Management (BIM)	Human Resource Management (HRM)	2019	3.00/4.00
Bachelor of Business Administration (BBA)	Stamford University Bangladesh	Human Resource Management (HRM)	2018	3.43/4.00
Higher Secondary Certificate (HSC)	Khilgaon Ideal College	Business Studies	2013	4.70/5.00
Secondary School Certificate (SSC)	Narinda Government High School	Business Studies	2011	4.81/5.00

ONLINE COURSES

Course Name	Authorized University	Offered By	Date
Excel Skills for Business: Intermediate	Macquarie University	Coursera	31 Aug, 2020
Managing Talent	University of Michigan	Coursera	09 June, 2020
Recruiting, Hiring & Onboarding Employees	University of Minnesota	Coursera	27 May, 2020
Inspiring & Motivating Individuals	University of Michigan	Coursera	16 May, 2020
The Fundamentals of Digital Marketing	Google Digital Garage	Google	30 April, 2020
Work Life Balance & the Impact of Remote Working	Coventry University	FutureLearn	21 April, 2020

LEADERSHIP AND EXTRA CURRICULAR ACTIVITIES

President & Past Treasurer at Rotaract Club of Dhaka Udayan May2017 – June2020

- Organized Joint Installation Ceremony and Career seminar in October2017 at Pan Pacific Sonargaon Dhaka - 120+ people attended
- Organized Victory Day Art Competition in December2017 at Little Angle International School – 100+ children participated
- Organized Free Dental Camp in August2017, 120+ Students, Parents, Teachers are treated

Member at Stamford University Volunteers Club January2016 - October2016

- Organized Rose Sell Program for fundraising to provide education for slum children

Member at Stamford Debate Forum November2015 – July2016

- Participated 7th Stamford Fresher's Debate Competition 2015

TRAINING PROGRAM

Training program on “Concurrent Trends of HRM & KPI based performance management” by Stamford University Bangladesh in November 2017 – 1 Day Training

High Performing Graduate Program (HPGP) by LIM Global Academy USA in 2018 – 40 Days Training

ACHIEVEMENT AND SKILLS

“Promising Rotaractor Award 2017-18” from Rotaract Club of Dhaka Udayan, District-3281

Technical Skills: Excellent in Microsoft Word, Excel, PowerPoint, Outlook, Mail and Windows 7,8,10

Language Skills: Excellent in Bangla and English

Special Skills: HR, HRIS, General HR, Admin, Payroll, Organizer, Bangladesh Labour Law

Interest: Interested in Travelling, Football, Music, Chess, Voluntary work and Community Involvement

REFERENCE

Md. Billal Hossain
HR Manager
Shomoy Technologies Ltd
Personal: +8801777707061
Mail: md.billal.hrd@gmail.com

Sheikh Mainul Enam
Senior HR Executive
Truck Lagbe Ltd
Cell: +8801844526770
Mail: shake.sami@gmail.com