



MD. MINHAZ UDDIN

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Flat-5W, Noyon Nibash, Zilla Parishad R/A, Oxygen, Jalalabad-4214 Chattogram.

Career Objective

To pursue career as Human Resources professional with substantial academic knowledge, in collaboration with experience in designing and implementing a corporate growth and support Business Strategy through aligning HR strategy – recruitment, performance appraisal and managing organization's talent inventory for ultimate Business excellence.

Educational Qualifications

Bachelor of Business Administration (BBA)

University of Chittagong

Major in **Human Resource Management (HRM)**

CGPA : 3.17

Passing Year -2020

HSC (2014)

Group - Science

Chittagong Govt. Model School and College

GPA : 5.00

SSC (2012)

Group - Science

Bakolia High School, Chittagong

GPA : 5.00

Professional Experiences

HR Executive – Recruitment and Training

REDX Delivery (Subsidiary of Shopfront Limited)

Achievements -

From July'20 to Present

- Recruited 120+ employees including SR and Delivery Agents.
- Conducted regular Training sessions across district offices.
- Maintained employee and compliance issues in 9 Hub offices.

Intern – Talent Acquisition and Learning & Development Team

BSRM Steels Limited - Chittagong Corporate Office

Worked with two projects

From March'20 to June'20

- Update Talent inventory and CV bank.
- Digitalization of Learning & Development

Voluntary Experiences

Transparency International Bangladesh (TIB)

Youth Engagement and Support(YES) Member

From April 2017 to Present

- Organized Campaigns to create awareness against Corruption
- Training on "Right to Information Act - 2009"
- Arranged monthly Meetings and Documentation

Rotaract Club of Chittagong City Central

Secretary (19-20)

From January 2016 to Present

- Organized "World Clean Day Initiative - 2019"
- Club Member co-ordination and Conflict Management
- Arranged Regular and Board Meetings and Documentation
- Prepared report on monthly activities and reporting to Rotaract District Authority.

Software Skills

● Microsoft PowerPoint

● Microsoft Excel

● Microsoft Word

● Adobe Photoshop

● Adobe Illustrator

Language Skills

● Bangla

Speaking

Writing

● English

Speaking

Writing

● Mandarin Chinese

Speaking

Writing

Life Skills

● Certified First Aider

Bangladesh Red Crescent Society

Voluntary Experiences

- **Chattogram Bondhushova**
General Member From January 2018 to Present
 - Organized “Tarunno Utshob - 2019”
 - Organized “BornoMela- 2018”
- **Chittagong University Debating Society(CUDS)**
General Member From Feb 2015 to Dec 2016
 - Organized “Debating Workshop - 2016”
- **Volunteer for Bangladesh**
General Member From Feb 2016 to Dec 2017
 - Organized “Keep This Magic Alive -2017”

Co-curricular Activities

- Participated in **BYLC Social Leadership Hackathon - 2019**
- **Delegate** of Ministry of Energy Committee – United States National Security Council (USNSC) CUMUN 2017
- **Debater** 2015-16
Chittagong University Debating Society(CUDS)
- **Summer English Camp - 2019**
American Corner Chittagong

Personal Details

Father’s Name:	Md Nizam Uddin
Mother’s Name :	Hosne Ara Begum
Permanent Address :	Mannan Shukanir Bari P/O: Ali Miar Bazar - 4301, Village: Musapur Upazilla: Sandwip, Zilla: Chattogram.
Date Of Birth:	5 th January, 1996
Nationality:	Bangladeshi
NID No:	330 237 7670
Religion:	Islam
Marital Status:	Single

References

Dr. Md. Aftab Uddin Associate Professor, Human Resource Management, University of Chittagong Contact: +88 01711735331 Email: mdaftabuddin@cu.ac.bd	Abdullah Al Kafi Executive – Talent Acquisition BSRM Steels Ltd. Contact: +8801313790656 Email: abdullah.kafi@bsrm.com
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Declaration

I hereby **declare** that all the information furnished above is true to the best of my belief.

(MD.MINHAZUDDIN)