

# Md. Maksudur Rahman

Present Address: House No- 448, 2<sup>nd</sup> Floor, West Rampura, Dhaka-1219.

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## Career Objectives

As a Postgraduate of Jagannath University in Human Resource Management, I am eager to use my knowledge to learn and apply new skills in the new sectors. Strengths include data collection and analysis, problem-solving, organizing and planning and the ability to work under pressure to meet tight deadlines. A reliable and results-driven individual who can learn quickly and will work hard to add value to your organization.

## Employment History

### 1. Officer, Talent Management. ( 2<sup>nd</sup> February 2019 - Continuing)

#### Rahimafrooz Superstores Limited (Agora).

Company Location: 5 Mohakhali C/A, Paragon Building, 5th floor, Mohakhali, Dhaka, Bangladesh.

Department: **Human Resource.**

#### Duties/Responsibilities:

- 1) Ensure proper recruitment and selection (Job advertisement, shortlist, conduct written test and interview according to the requisition submitted.)
- 2) Communicate with selected candidates, negotiate salary, follow-up references, take recruitment approvals and issue offer, appointment letters & medical letters.
- 3). Source candidates utilizing cost effective and creative recruiting techniques including networking, direct sourcing, employee referrals and appropriate internet sites.
- 4). Conduct new employee orientation programs and ensure proper joining formalities.
- 5). Collect all necessary papers from candidates & assist in preparing personal files of employees.
- 6) Take interview, negotiate and select the right and competent candidate for the desired post including management and non-management.
- 7) Conduct, arrange and facilitate all training sessions with the In-Charge of Learning & Development.
- 8) Evaluating training programs effectiveness.
- 9) Assist in preparing training calendar, budget and settlement the training expenditure
- 10) Update and edit the org structure and other policy as and when required.
11. Ensure up to date JD & KPI for all positions with management approved organogram.
- 12) Arrange all types of employee engagement like Annual Sports, Birthday Celebration, and Farewell etc.
- 13) “**Amader Agora**” Newsletter Publications.
- 14) Prepare & submit various kinds of report such as manpower & recruitment report.
- 15) Assist HR Services Team in Employee Joining and provide logistics support as and when needed.

### 2. Executive, Business Compliance - (2<sup>nd</sup> July 2017 – 31 January 2019)

#### Robi Axiata LTD.

Company Location: Gulshan, Dhaka.

#### Duties/Responsibilities:

- 1) Recruiting and training STS operator of distribution house.
- 2) Give motivation to distributor & distributor’s employee through coaching and regular performance feedback.

- 3) Monitor & follow up Quality issues of the vendor to ensure 100% quality forms of Robi subscribers in a time-bound manner to meet BTRC guidelines.
- 4). Conduct channel training to all respective partners as and when required.
- 5) Communicating, maintaining and leading distribution house & vendor to ensure 100% compliance (New Acquisition & SIM Change) within timeline and update its status aligning channel for improvement.
- 6) Communicating with peers, fellow Mets, line managers, and sales team to ensure 100% compliance.
- 7) Find out areas of non-compliance and prevent all types of unethical work regarding compliance.
- 8) Generating and analysis report.
- 9) Monitor system troubleshooting (Biometric/STS) for ensuring the end to end flawless Transaction.
- 10). Non-Compliant POS identification through regular field visits.
- 11) Deliver Compliance Reports to identify POS/Dist./Area/region that is generating risk for Robi Axiata Ltd and guide respective concerns to improve the status.
- 12). Meet queries on regulatory directives in response to law enforcement agencies or any other stakeholders.
- 13) Sometimes provide support to admin related work at the regional office (Kushtia) in the absence or presence of Regional Admin Manager.
- 14) Any other task assigned by line manager.

#### Key Skills & Involvement

- Exceptional communication and interpersonal skills.
- Leadership and managerial capability.
- Self-awareness & self-regulation.
- Hard working, sincere and eager to learn.
- Quick learner and ability to cope up with every environment.
- Involve with JNU “Career Club”.
- Involve with JNU “Management Club”.
- Involve with Social Welfare Activities.

#### Education

<i>Title of the Degree</i>	<i>Group/Major</i>	<i>Board/University</i>	<i>Result</i>	<i>Out of</i>	<i>Pass Year</i>
<b>Masters of Business Administration ( MBA)</b>	Human Resource Management	Jagannath University	3.58	4.00	2016
<b>Bachelor of Business Administration (BBA)</b>	Management Studies	Jagannath University	3.47	4.00	2015
<b>Higher Secondary Certificate (HSC)</b>	Business Studies	Dhaka Board	4.60	5.00	2009
<b>Secondary School Certificate (SSC)</b>	Business Studies	Comilla Board	4.19	5.00	2007

## ICT Skills

- Microsoft Office: Word, PowerPoint, Excel, Outlook and Access.
- Internet & Social networking.
- Internet Based Communication.

## Training

- Leadership Development.
- Team Management.
- Positive Attitude.
- Time Management.
- Entrepreneurship Development.

## Language Proficiency

English: Excellent at Reading, Writing and Speaking.

Bangla: Excellent in Reading, writing and Speaking.

## Personal Information

Name : Md. Maksudur Rahman  
Father's Name : Md. Shafiqul Islam  
Mother's Name : Mariam Begum  
Date of Birth : 26 November. 1991  
Sex : Male  
Religion : Islam (Sunni)  
Nationality : Bangladeshi (By Birth)  
National ID : 19917518359000287

Permanent Address : Vill: Joyag, P.O: Joyag, P.S. :Sonaimuri, District: Noakhali.

## References

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Robi Experience Center  
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Relation: professional

Md. Mizanur Rahman  
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Relation: personal .

## Certification

I certify that I have provided accurate and true information to the items on this Curriculum.

Signature

Md. Maksudur Rahman

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