

## Md. Zawad Fattah Rahat



Flat# J9; House No# 16-17 NHA TOWER, Lalmatia, Block : B, Dhaka



Mobile: +8801670577005, +8801768-360067



Email: [rahatzf@gmail.com](mailto:rahatzf@gmail.com)



<https://www.linkedin.com/in/md-zawad-fattah-rahath-b6b64a120/>



### Career Objective

Forward - thinking, resourceful individual with refined interpersonal and multitasking skills. Seeking to join a progressive organization as a human resource specialist to provide high end administrative support such as Recruitment, Learning & Development, HR Operations and Resolving Staff issues in the human resources department.



### Organizational Experiences



Currently employed at LankaBangla Finance Ltd. (*Dec, 2017 to till date*) as Assistant Officer in HR Operations Department under Human Resources Division.

#### Job Description:

- Processing monthly payroll and commission statement of the Product Marketing Officer
- Preparing the overtime payment of the administrative employees & Customer Service Executives
- Updating, monitoring and ensuring proper maintenance of HRIS
- Prepare HR service letters (Transfer, Employment Certificates, NOC, Salary Certificates)
- Facilitate and ensure employee confirmation process, contract renewal and employee separation process
- Prepare monthly HR Business reports to identify business trend of business divisions, weekly head count report, quarterly exit interview report, annual performance report, staff cost analysis etc.
- Assist the Head of HR Operations in Headcount Budget and other HR Operations Issues
- Processing employee requisition, checking the HR Budget for particular department
- Initial screening of qualified CVs, arranging interviews and making summary
- Negotiating with candidates and arranging final viva with the Managing Director.
- Preparing pre-employment medical checkup letters and appointment letters
- Updating the organogram after resignation/selection of employees
- Making organogram according to Division, Department & Branch as per company HR budget
- Developed E-learning portal based on the company requirement
- Organizing reward & recognition program to increase employee engagement

### The Daily Star

Previously employed at The Daily Star (*Aug, 2016 to June, 2017*) as a Project Developer (Employment type - Temporary) in Finance & Accounts Department.

#### Job Description:

- Creating daily circulation and monthly circulation report
- Making Bank Credit Vouchers, writing bank deposit slips cheque deposit list
- Maintaining income and expenditure account of Anandhara Magazine, DS Books and Cafeteria
- Preparing debit voucher for Anandadhara magazine, DS Books as well as recording the income and expenditure in a ledger book
- Developed a web based Comdex restaurant management with the help of Spondon ICT
- Sorting AIT according to its category and recording



## Awards

- Achieved HEROS @ WORK award for extra-ordinary performance from LankaBangla Finance
- 1<sup>st</sup> runner up group in AIUB business talent Competition at AIUB
- Awarded for outstanding performance from society for HRM



## Educational Qualification

Exam Title	Concentration	Institution	Board	Passing Year	Result
MPHRM	Human Resource Management	University Of Dhaka	N/A	Dec, 2020	On Going
BBA	Finance & HRM	American International University-Bangladesh	N/A	2016	CGPA 3.74 out of 4.00
HSC	Business Studies	Birshrestha Munshi Abdur Rouf Public college	Dhaka	2012	GPA 5 out of 5.00
SSC	Business Studies	Birshrestha Munshi Abdur Rouf Rifles college	Dhaka	2010	GPA 4.44 out of 5.00



## Technical & Communication skills

- Extensive knowledge in MS Word, MS power point, MS Excel, MS Visio and Nitro Pro
- Managing regular computer operations
- Proficient in understanding, speaking, reading, writing English
- Excellent Communication Skills



## Extra-Curricular Activities

- Microsoft Excel Workshop organized by AIUB business club
- Microsoft PowerPoint Workshop organized by AIUB business club
- An executive member of AIUB society for HRM
- An active member of AIUB business club
- Worked with Office of Placement & Alumni for AIUB JOB fair 2015



## Personal Information

Father's Name : Md. Mahbubul Alam  
 Mother's Name : Nazma Begum  
 Date of Birth : 27th March 1995  
 NID : 5970527882  
 Religion : Islam  
 Blood Group : B (+)



## References

**Kshitish Chandra Debnath**  
 Sr. Executive (Accounts)  
 The Daily Star  
 Mobile: 01716-503601  
 Email: kshitish40@yahoo.com

**Shahariar Rakib Hasan Khan**  
 Barrister-At-Law (Lincoln's Inn), U.K  
 Advocate, Supreme Court of Bangladesh  
 Mobile: 01825-058808  
 Email: rakib83@hotmail.com