

Curriculum Vitae



**RAIANUR
RAHMAN**

Career Objective

Passionate and enthusiastic to build career in HR. Looking for a full- time human resource position in a fast paced environment, where I will be able to utilize my experience and skills to support the human resource department.

Contact

Phone (+88) 01737330557
Email raianur92@gmail.com
LinkedIn linkedin.com/in/raianur-rahman-78022816b/

Personal Details

Name	Raianur Rahman
Father's Name	Mizanur Rhaman
Mother's Name	Halima Begum
Nationality	Bangladeshi
Date of Birth	April 19, 1992
Marital Status	Unmarried
NID	8656182097
Religion	Islam
Languages	Bengali & English

Employment History

Standard Chartered Bank (contract)

(A multinational bank headquartered in the UK)

June 10, 2018 – May 30, 2020

Country Talent Acquisition Coordinator

Department: HR

Company Location: SCB House, 67, Gulshan Avenue, Dhaka -1212.

- Support in the Recruitment process.
- Candidate sourcing, CV sorting.
- Invigilating in Written Test, check answer sheet.
- Scheduling job interviews and assisting in interview process for both country & cross border hiring.
- Assist in collecting compensation details and other required documents from selected candidates.
- Managing Candidate Background Verification.
- Offer letter management.
- Coordinating in On-boarding sessions.
- Prepare required documents for on-boarding.
- Ensure ID card, Laptop and other logistical arrangements are issued for staff induction.
- Prepare and hand over Employee Personnel File.
- Update employee information in the system.
- Act as country contact person for two global teams (Admin team & Candidate Background Verification team).
- Assist in HR audit.
- Assist in vendor management.
- Database management and record keeping.
- Maintain Communication with global teams for various issues on a regular basis.

Achievements

- Prepared automated assessment sheet for candidate assessment.
- Implemented paperless interview process.
- Managed 229 interviews of 1539 candidates in the year 2019.
- Managed background verification for 255 candidates in 2019.
- Assisted in sourcing & hiring physically challenged candidates, Mandarin & Korean speaking RM.
- Successfully passed two CST audit.

Anwar Landmark

(A well-reputed real estate & infrastructure development company)

October 01, 2017 – January 07, 2018

Intern -HR

Department: HR

Company Location: Baitul Hossain Building, 14th Floor, 27 Dilkusha, Dhaka 1000.

- Leave calculation.
- P-file documents check.
- Other tasks assigned by the supervisor time to time.

Education

Jahangirnagar University

Master of Business Administration (MBA)

Major in - Human Resource Management

CGPA: 3.56 out of 4

2016 - 2018

Present Address

House - Cha 48/2 Khan Bagh,
North Badda, Dhaka-1212.

Permanent Address

Hami House, DIN Bondhu Shen
Road, Barisal.

Reference

Melveen F. Alam
Country Head of Resourcing
Standard Chartered Bank.
Email: melveen_alam@hotmail.com

Tanzir Ahmed Choudhuri
Recruiter, Talent Acquisition &
Learning Specialist
Standard Chartered Bank
Email: Choudhuri.tanzir@gmail.com

National University
Bachelor of Business Administration (BBA)
Major in Accounting
CGPA: 2.88 out of 4
2010 - 2013 (passing year 2015)

Barisal Model School and college, Barisal.
Higher Secondary Certificate (H.S.C)
Business Studies
GPA: 4.40 out of 5
2009

Barisal Zilla School, Barisal.
Secondary School Certificate (S.S.C)
Business Studies
GPA: 4.19 out of 5
2007

Training

- "Introduction to Human Resource Management in Humanitarian Contexts" by Save the Children.
- "HR as a Business Partner" by LinkedIn.
- Attended a 7 days long webinar on "Self Development" arranged by OECONS.
- Participated in excel training on "Microsoft Excel – Professional Tips and Tricks" by Thrivingskills.

E-Learning

- Targeted ABC Module for Stuff in Human resource
- Rejection Bribery and Corruption
- Conflicts of Interest
- Data Safe E-Attestation
- Cyber Security Awareness for Everyone
- Safety and Security
- Anti-Money Laundering & Counter Terrorist Financing
- Introduction to Fraud Risk Management

Competitive Skill

Computer Skills:

- MS Word, MS Outlook, MS Excel, Power Point, Adobe Photoshop, Adobe after effect.
- Excel formulas I am acquainted with – VLOOK UP, INDEX, MATCH, IF, IFS, COUNTIFS, AVERAGEIFS, DATEDIF, IFERROR, Data Validation, Conditional Formatting, PivotTable etc
- Macro & Visual Basic
- Uses of mail merge and other necessary knowledge of MS word & Outlook.

Communication Skills:

- Able to communicate both in English & Bengali fluently.

Accomplishments & Interests

I like to sing and read books. Love to edit photo, audio & video.

I have an acute interest in tech things. Recently, I built my first android app & it's now available in Amazon app store. I am working on my android app making skill and hoping to build more innovative apps in the future.

App link: <https://amzn.to/2ETHurA>