

Shabib Aariz Rahman

Address: 3/1 Block – D, Lalmatia

Contact Number: +8801766939575

Email: shafab.rahman@gmail.com

Linkedin: <https://www.linkedin.com/in/shabib-rahman-010419149/>



Career Objective: To obtain a suitable position in the HR field to further develop a career in the corporate world in a dynamic workplace with devotion and hard work

Academic Qualifications

North South University *Oct 2020 – Present*
Masters of Business Administration (MBA):
Major in Human Resources Management (HRM)

North South University *Jan 2013 – Aug 2018*
Bachelors of Science (BS):
Electronics and Telecommunication Engineering (ETE)

Sunnydale College
A Levels *Jun 2012*

Sunnydale School
O Levels *Jun 2010*

Projects and Certifications

Fundamentals of Digital Marketing *Jul 2020*
Google Digital Garage

IELTS *Oct 2012*
Score: 8

CNC Cutter *April 2018*
A computer numerical controller cutter **made from scratch** for NSU final semester project

Skills and Interests

Technical Skills

- Microsoft Word, PowerPoint and Excel
- MATLAB

Soft Skills

- Time Management
- Adaptability
- Communication

Interests

- Watching and playing football
- Singing and listening to music

References

Zaeem Bari
Managing Director
Greenfield Jutex Ltd.
Mobile: +880171308284
Email: zaeembari@gmail.com

Raiyan Ahmed
Regional HR Project Manager
British American Tobacco Asia Pacific and Middle East
Mobile: +8801716866185
Email: raiyan_ahmed@bat.com

Employment History

Recruitment and Admin Executive *Aug 2018 – Sep 2020*
Greenfield Jutex Ltd. (A jute manufacturing and export company)

Tasks and Achievements:

- End to End Recruitment (CV screening, phone interviews, F2F interviews) – Recruited 60+ executives within the agreed timeline
- Vendor management, event organization, budgeting – Led a team of 5 employees from different departments to ensure the success of the annual picnic of 2019
- Database management – Keeping track of all employee details on a monthly basis

HR Intern *May 2018 – Aug 2018*

British American Tobacco Bangladesh

Tasks and Achievements:

- Recruitment – Assisted in interview coordination and candidate engagement
- Database management – Merged the data of over 500 factory workers into one central database

Extra-Curricular Activities

Senior Executive *Oct 2014 – Apr 2017*

North South University Young Economists' Forum (NSUYEF) – An Academic Club

Achievements:

- Top performer for Logistics support – Skills Development program 2015 (An event with 300+ students participating to improve themselves on specific kind of skills)
- Team Leader for Logistics and Delegation – EconProdigy 2016 (An inter-university competition with 80+ teams participating)

Human Resources *Aug 2011 – Nov 2012*

Youth Making Impact (YMI) – A **self-funded** foundation to aid the people of Bangladesh through different events

Achievements:

- Iftar for the Underprivileged 2011
- Winter Clothes for the Underprivileged 2011
- A Day at an Old Home 2012

Delegate (Representing Pakistan for WTO) *Jan 2014*
Brac University Global Model United Nations (BUGMUN)

Quarter Finalist (Top 30 out of 200+ teams) *Jun 2016*
Ad-Maker (A marketing event hosted by North South University Young Entrepreneurs Society, NSUYES)

Volunteer and Teacher *Sept 2010 – Jan 2012*
Jaago Foundation