

## MD. AHAD HOSSAIN KHAN *RÉSUMÉ*

554, North Shajahanpur  
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Dhaka- 1217.

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### OBJECTIVE

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Looking to obtain a human resource specialist position in a fast-paced environment to utilize my exceptional multitasking and administrative skills in the effective management of company resources.

### JOB EXPERIENCE

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**SBS International Business Ltd.**

**[01 Oct 2016 – Till Date]**

**Sr. Executive - HR & Admin, HRD**

#### KEY RESPONSIBILITIES:

##### **HR Responsibilities**

- Coordinating recruitment and selection process.
- Maintain and Update Attendance & Leave.
- Follow-up Appointment processing, Orientation / Induction, exit interview.
- Train New employee, how to use ERP Soft (XERP/HR-Sale).
- Prepare Salary Sheet & OT Sheet.
- Ensure transfer, increment, promotion, separation, and confirmation related work.
- Maintain documentation in Personal File and others related with HR Department.

##### **Administrative Responsibilities**

- Supervise procurement and provide logistic support.
- Liaising with foreign partners / co-workers.
- Prepare & maintain office documents [Contract, Work Order, Invoice].
- Preparing all notices, circulars, office orders, meeting schedule & circulate the minutes to the respective concerns.
- Process Mobile phones, TNT bill, News Paper, Satellite Cable Connection of TV, Daily Food Expenditure Bill etc.
- Cross Check Vendor Bills and Work Order.

##### **IT Responsibilities**

- Maintenance and update websites.
- Installing, configuring & maintenance computer (Desktop/Laptop) hardware, software, networks, printers and scanners.
- Maintain LAN and internet connectivity products and their installation and configuration.
- Troubleshoot, diagnose and resolve computer and network/connectivity problems.
- CCTV and IP Camera establish and maintain DVR system.
- Prepare, Install, Configure & Setup and also provide extensive support to Mikrotik, Switch, PC, Laptop, UPS, and Printer related Hardware and software issues instantly.



**Doosan Skoda Power s.r.o. (Czech Republic)**  
**Executive – Admin, HRD**

**[01 Feb 2015 – 30 Sep 2016]**

**KEY RESPONSIBILITIES:**

- Preserve & maintain data for official documentation.
- Prepare Daily, Weekly, Monthly Report and Man hours.
- Maintain liaison with foreign partners and co-workers.
- Maintain & update leave.
- Prepare invoices, work-order, offer letter etc.
- Installing, configuring & maintenance computer (Desktop/Laptop) hardware, software, networks, printers and scanners.
- Prepare, Install, Configure & Setup and also provide extensive support to Mikrotik, Switch, PC, Laptop, UPS, and Printer related Hardware and software issues instantly
- Establish CCTV and IP Camera and maintain DVR system.

**Monthly Manabadhikar Khabar**  
**IT Executive, IT Department**

**[10 Oct 2012 – 30 Jun 2014]**

**KEY RESPONSIBILITIES:**

- Troubleshoot and solve glitches in Desktop PCs and Laptop
- Maintenance and troubleshooting, installation and configuration of LAN/WAN equipment, email.
- Maintain Network system and Sharing
- Website Development and Maintenance

**EDUCATION**

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**Post-Graduate Diploma (P.G.D)**

Title: Human Resource Management, Result: Enrolled  
Bangladesh Institute of Management

**Masters of Business Administration (M.B.A)**

CGPA: 3.50, Major: Finance, Year- 2017  
Shanto-Mariam University of Creative Technology

**Bachelor of Business Administration (B.B.A)**

CGPA: 3.59, Major: Finance, Year- 2014  
Shanto-Mariam University of Creative Technology

**Higher Secondary Certificate**

GPA – 2.80, Group- Science, Year- 2009  
College- Govt. Shahid Sohrwardi College, Board- Dhaka

**Secondary School Certificate**

GPA – 3.69, Group- Science, Year- 2005  
School- Rajarbagh Police Line High School, Board- Dhaka

**TRAINING**

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Title- Internship, Year- 2014, Duration- 3 Months  
Topic- Analysis of General Banking Activities of Al-Arafah Islami Bank Limited  
Institute- Al-Arafah Islami Bank Limited. (Motijheel Branch)



## SKILLS AND KNOWLEDGE

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- Advanced knowledge in Microsoft Excel and other Microsoft Office applications.
- Knowledge on MS Access, Outlook, Viso, Project, Publisher.
- Hardware & Network Troubleshooting.
- Networking & Sharing (Mikrotik, WiFi, Switch, LAN).
- WordPress, Joomla, MS Front Page 2003, HTML & CSS.
- Knowledge on Adobe Photoshop, Illustrator, Visual Basic 6.0
- Very good analytical ability, reporting & presentation skill.
- Excellent in communication and interpersonal skills.

## INTEREST

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Traveling, Music

## PERSONAL INFORMATION

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Father : Late Md. Maher Hossain Khan  
Mother : Mrs. Morzina Khanom  
Date of birth : 18th June, 1990  
Nationality : Bangladeshi  
Religion : Islam

## REFERENCE

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01. A.K.M. Abdul Quader Khan  
Former Chief Engineer, BPDB  
Project Director  
SBS International Business Ltd.  
Cell: 8801713038176  
Email: quader.sbs@gmail.com

02. Md. Ramzan Hossain Khan  
Pricing Manager,  
Strategy and Pricing, Product  
Grameenphone Ltd.  
Cell: 8801711507005  
Email: ramzan@grameenphone.com

## SIGNATURE

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**Md. Ahad Hossain Khan**

**Date:** 08 Jun, 2021

