

Date : March 4, 2020.

To,
The Hiring Manager
Bangladesh Honda Private Limited
Crystal Palace (12th Floor),
House # 22, Road # 140,
Gulshan-1, Dhaka 1212,
Bangladesh

Subject : Application for the post of “Executive - Talent Acquisition”

Dear Sir / Madam,

I am submitting my resume for the application of “**Executive - Talent Acquisition**” post for your organization. Given the skills and experience outlined in my enclosed resume, I believe that I will be a worthy asset to your team. Here I am sharing **the reasons for being suitable for this position-**

I have completed four years’ graduation (BBA) from Department of Management, Under National University.

I have 2.3 years practical work experience as an Assistant Executive – HR and Admin at AB Securitas Bangladesh Ltd.

In addition, I have very good command on Email, MS. Word, MS. Excel, MS. Power Point and MS. Outlook. Fluently Bengali & English type, Have sound knowledge on Adobe Photoshop and Adobe Illustrator. Also have very good knowledge on Computer and IT equipment maintenance.

I believe that I would make an excellent addition to your team. This opportunity would help me to grow up my experience and refine my skill with mutual growth. All of My Personal and career information will be found in enclosed Curriculum Vitae.

I am looking forward to hear from you.

Thanking you,

Md. Anas Khondokar

Enclosed-

1. Curriculum Vitae with Passport size photo.

CURRICULUM VITAE OF MD. ANAS KHONDOKAR



Contact Details:-

House # 18, Road # 3/A,
South Anandanagar (Aftabnagar),
Merul Badda, Badda, Dhaka-1212.
Cell : 01921100221
E-mail: anaskhondokar02@gmail.com

A. ACADEMIC QUALIFICATIONS :-

- i. **Bachelor of Business Administration (BBA) in Management** from National University Bangladesh in 2018.
- ii. Higher Secondary Certificate (HSC) in Business Management from BTEB in 2014.
- iii. Secondary School Certificate (SSC) in Business Studies from Dhaka Board in 2012.

B. TRAINING EXPERIENCES :-

Certification Name : **CERTIFICATE ON BASIC COMPUTER**
Institution Name : National Youth Development & Training Institute
Duration : 03 Month
Topics : Basic Computer, Microsoft Office Course & Internet.

C. JOB PROFILE AT A GLANCE :-

Name of the Organizations	Position hold	Dates held
AB Securitas Bangladesh Ltd.	Assistant Executive – HR and Admin	September 2016 to November 2018
Grameenphone Ltd.	Trainee Officer	July 2018 to August 2019

D. EMPLOYMENT RECORDS :-

01. Period : **September 2016 to November 2018** **(2.3 Year)**
Organization : **AB Securitas Bangladesh Ltd.**
Position : **Assistant Executive – HR and Admin**

Major Responsibilities –

- ✓ Assist with recruitment manager for complete recruitment process.
- ✓ Issue appointment letters and job descriptions.
- ✓ Conduct training and development of workers.
- ✓ Handling employment numbers.
- ✓ Maintain and evaluation of daily attendance report.
- ✓ Maintain all the official records through file management.
- ✓ Assist in employee performance evaluation.
- ✓ Preparing monthly report on HR activities.
- ✓ Archive personal files and other important documents.
- ✓ Making new and important documents.
- ✓ Preparing, updating and maintaining personnel files of employees.
- ✓ Keep resignation records and obtain absenteeism records.
- ✓ Other company related activities assigned by management.

02. Period : July 2018 to August 2019 (1.1 Year)
Organization : Grameenphone Ltd.
Designation : Trainee Officer

Major Responsibilities –

- ✓ Provide one-stop quality Customer Service to ensure positive customer experience.
- ✓ Develop service procedures, policies and standards.
- ✓ Keep accurate records and document for customer service actions and discussions.
- ✓ Mentor and develop customer service agents and nurture an environment where they can excel through encouragement and empowerment.
- ✓ Capture customer insights and escalate critical issues / complaints and provide timely feedback.
- ✓ Providing help to customers using organization's products or services.
- ✓ Investigating and solving customers' problems, which may be complex or long-standing that have been passed on by customer service assistants.
- ✓ Issuing refunds or compensation to customers.
- ✓ Serve customers with helping attitude and thus play a significant role in customer satisfaction, retention and acquisition.
- ✓ Other company related activities assigned by management.

E. COMPUTER OPERATING SKILLS :-

- ✓ Internet & E-mail
- ✓ MS Office Program (Word, Excel, Power Point)
- ✓ Adobe Photoshop
- ✓ Adobe Illustrator
- ✓ Software Installation & Configuration
- ✓ Basic Hardware Installation
- ✓ Basic Computer Maintenance
- ✓ Troubleshooting etc.

E. PROFESSIONAL BACKGROUND :-

Experience, skills and expertise-

- Have strong management, administration, training background and field qualifying experienced of 2.3 years.
- Well capable to provide strategic leadership to design, direction, strategic plans and implement effective training and administrative systems & reporting for project implementation meeting the highest standards of transparency, integrity and accountability.

Specific expertise and capabilities are-

- Efficient to train the HR & Admin team, in a manner that empowers them to deliver high quality support to the organization.
- Have excellent organizational, analytical and prioritization skills, with ability to follow assigned tasks/projects from conception to completion.
- Well experienced working as a Resources team to provide high quality & effective support to the management.

- Have strong leadership and negotiation skills, problem solving capacity, and also have high level of interpersonal skills.
- Capable to ensure timely and accurate reporting to internal management.
- Have excellent analytical, quantitative and data management skills, proficiency in key software packages used for quantitative analysis.
- Capability to foster effective working relationships with clients, colleagues and development partners.
- Have strong written and oral communication skills; capacity to convey complicated technical matter in an accessible manner.
- Have knowledge of project management tools & methodologies; identifies key risks and mitigation measures; interprets background analysis and proposed solutions.

G. PERSONAL BACKGROUND :-

Name	–	Md. Anas Khondokar
Father's Name	–	Md. Manik Khondokar
Mother's Name	–	Ashara Shirin Baby
Date of Birth	–	17 th December, 1995
Religion	–	Islam
Marital Status	–	Unmarried
Blood Group	–	O+ ^(ve)
Nationality	–	Bangladeshi (By Birth)
Permanent Address	–	House # 18, Road # 3/A, South Anandanagar (Aftabnagar), Merul Badda, Badda, Dhaka-1212.

H. REFERENCES :-

01.

Md. Rashedur Rahman Talukdar
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Business Circle Dhaka
Grameenphone Ltd.
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Baridhara, Dhaka – 1229.
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02.

Amzad Hasan Mamun
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Canadian Tire Corporation (CTC)
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E-mail : amzad@iocbd.com



Signature

Date : March 4, 2020.