

Syed Shahrukh Rahman

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CAREER OBJECTIVE

To work in the Department of Human Resources at any local or multinational organization, where maximum knowledge, skills and abilities can be utilized to achieve organizational and as well as personal goals and contribute the nation with my highest level of competencies

EMPLOYMENT HISTORY AND MAJOR RESPONSIBILITIES OF THE JOB

(Service Tenure: 4.7 Years Approx.)

Senior Officer, HR Field Operations

Duration: (41 Months)

Human Resource and Learning Division

From 03.01.2018 to Present

- Preparing job descriptions for recruiting employees;
- Arranging recruitment tests and interviews;
- Assessing test scripts and shortlist the potential candidates;
- Conducting background check and reference check of the shortlisted candidates;
- Human Resource Policy and Procedure orientation in different field offices to make the staffs up to date regarding the HR policies;
- Preparing different checklists, appointment letters, approval letters and other documents;
- Preparing and updating Personal Files of the staffs by using different HR software;
- Conducting Safeguarding orientation in different field offices to make employees aware of safeguarding;
- Assisting employees in performance appraisal.
- Conducting Training Needs Assessments (TNA);
- Preparing the training strategy and training calendar according to the training needs;
- Designing and implementing training schedule as per programme needs and organizational requirements;
- Designing and developing training modules and training contents (Both Online and Classroom Training);
- Selecting the appropriate and ideal training methods based on the participants;
- Developing training aids and training materials;
- Organizing and facilitating different training programs;
- Monitoring and evaluating the effectiveness of training programs;
- Providing Training Summery Reports and feedback to the management.

Executive, Human Resources, Aristocratic Homes Ltd.

Duration: (15 Months)

From 01.08.2016 to 31.10.2017

- Assisting in recruitment and selection process;
- Being responsible to follow up day to day administrative activities;
- Assisting in organizing official meetings and different training programs;
- Preparing and maintaining employee's personal files on regular basis;
- Checking daily attendance and maintaining leave of the employees;
- Providing good support in coordinating HR related issues;
- Formulating different letters and documents for HR department.

EDUCATIONAL QUALIFICATIONS

Award	Name of Institute	Year	Discipline	Grade/ CGPA
MSS	University of Dhaka	2018	Industrial Relations and Labour Studies (IRLS)	3.38
PGD	Bangladesh Institute of Management (BIM)	2017	HRM	3.50
BBA	Eastern University	2016	HRM	3.00
HSC	Bir Shrestha Munshi Abdur Rouf Rifles College, Dhaka	2011	Business Studies	3.90
SSC	Narinda Government Boys High School, Dhaka	2009	Business Studies	4:25

LANGUAGE PROFICIENCY:

- Excellent Fluency in English and Bangla with correct pronunciation

COMPUTER SKILLS:

- Different HR software like EDMS, ERP, HRMS etc.
- Office package, SPSS, Internet Browsing & E-mail
- Online meetings and trainings using Zoom, Google Meets, Hangouts etc.

PERSONAL DETAILS:

Date of Birth : June 9, 1992
Nationality : Bangladeshi
National Identity (NID) Card Number : 19922698839000122
Driving License Number : DK0420528CL0001

REFERENCE

Mr. Syed Atiqur Rahman
Senior Accounts Controller,
Mobil Jamuna Lubricants Ltd. (MJL)
Mobil House, CWS (C) 9, Gulshan-1,
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Relation: Relative

Mr. Sohel Sobhan Chowdhury
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Relation: Professional

I do hereby declare that all information here is true to my knowledge. If required and where applicable, this document can be supported by appropriate evidence.



Syed Shahrukh Rahman