

# MD. MAHBUBUR RAHMAN

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## Career Objective

To secure my career in the HR Department I want to work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills and ability (KSA) which would enable me to grow while full-filling the organizational goals.

## Work Experience

**HR & Admin Executive:** Bismillah Airlines and Hertz Bangladesh (sister concerns of Mollah Group of Industries), (August 2019 - Present).

**Gist of job description:** Job analysis, recruitment (including developing JD and JS), selection, HR planning, HRIS/HRMS and ERP Software (Basics), HR reports, payroll and salary, HR letters and documents, leave and attendance management, training, development and exit interview process, managing travel and meeting for the employees, managing all databases and records, managing office purchases and payment requests.

## Academic Credentials

Degree	Concentration	Institution/ Board	Year	Result	Out of
MBA	HRM	BRAC University, BRAC Business School	2019	3.38	4
BBA	Major -Finance & Banking Minor- E commerce	BRAC University, BRAC Business School	2017	2.87	4
HSC	Business Studies	B. A. F. Shaheen College, Dhaka, Dhaka Board	2011	4.5	5
SSC	Business Studies	B. A. F. Shaheen School and College, Dhaka.	2009	4.5	5

## Computer Skills

- MS Office Suites
- SEO (Local/Global)
- WordPress and Axure
- HRIS/HRMS (Basics)
- Digital Marketing
- HR Calculations in Excel
- Tally ERP (Basics)
- Google Analytics
- Image and Video Editing

## Language

**Writing and Speaking:** Fluent in English and Bengali. English language course: BIL (2012-2013).

## Professional Certification

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- **Computing training:** Practical SEO (Search Engine Optimization), BITM (2016).
- **COVID-19:** Operational Planning Guidelines for Preparedness and Response, WHO (2020).
- **Microsoft Excel:** Masterclass for Business Managers, Udemy (2020).

## Training and Development

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2015	<ul style="list-style-type: none"><li>• Professional Skill Development Program (PSDP), OCSAR, BRAC University.</li></ul>
2014	<ul style="list-style-type: none"><li>• Leadership training: BYLC and PDF Summer Challenge - 35 days long.</li><li>• Seminars on: Digital Marketing, SEO, Liberation War, Importance of HR in Bangladesh, Bangladesh Labor Law, Finance &amp; Accounting Excellence.</li></ul>

## Volunteer Work and Extra-Curricular Activities

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2014 - Present	<ul style="list-style-type: none"><li>• Volunteer: Road to school (YouthWalk Bangladesh) - Class instructor, for street children.</li><li>• Volunteer: Porshee Foundation, Education program for underprivileged children.</li></ul>
2013	<ul style="list-style-type: none"><li>• HR Manager: BRAC University Business Club, Bizbee.</li></ul>
2012	<ul style="list-style-type: none"><li>• Marketing Executive: BRAC University Film Club.</li></ul>

## Personal Details

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Father's Name : MD. Mizanur Rahman (BCS Education Cadre - Professor, Principal)  
Mother's Name : Most. Razia Akter (House Manager)  
Permanent Address : 313/1 East Nakhapara, Tejgaon I/A, Dhaka-1215, Bangladesh.  
Date of Birth : 8<sup>th</sup> September 1994  
Nationality : Bangladeshi  
Religion : Islam (Sunni)  
Marital Status : Unmarried  
Interest : Traveling, Hiking, Music, Sketch, Movie, Online Courses.



MD. Mahbubur Rahman

## References

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### M.A Mannan

Chief Executive Officer (CEO)  
Bismillah Airlines, Bangladesh.  
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### Prof. Mahmood Osman Imam

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