



NID: **19958619443000022**

DOB: **17 November 1995**

POB: **Dhaka, Bangladesh**

PROFILE

- Naval Academy Graduate
- **General Administration**
- HRM
- **Strategic Planning**
- Security Operations
- **Policy Drafting & Staff Work coordinator**
- Public Relations
- **Idea Generation**

CONTACT

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HOBBIES

- Security & Strategic Studies
- Travelling
- Social Media

REFERENCES

Mustafizur Rahman

Deputy Director
SKS (Organization of Bangladesh Army)
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mustafiz3350@gmail.com
Relation: Professional

Major Delwar Hossain khan

Security Manager
Holiday Inn Dhaka City Center
Mobile: +88011769006344
delwar.khan@holidayinn-dhaka.com
Relation: Professional

CURRICULAM VITE

ASHIKUR RAHMAN KHAN

MY KEY ACHIEVEMENTS

- Appointed as Assistant Manager (Administration & HR – Head of the Department) at Crown Cement Concrete and Building Production Ltd.
- Served in Bangladesh Navy as Commissioned Officer, in total 5 years of Military experience

MY KEY COMPETENCE

- Bangladesh Naval Academy graduate
- 6 years of Leadership & Team-building experience.
- Strategic Planning & Security Operations training.
- Security, Humanitarian, Emergency & Peace building Projects & Programs Management training.
- Communication
- Critical Thinking & Complex Problem-solving trading.

MY EDUCATION

- **Bachelor in Naval Studies** (2016)
Bangladesh University of Professionals
- **Higher Secondary Certificate (2013)**
Cambrian College
- **Secondary School Certificate** (2011)
Cambrian College

MY KEY COURSES AND TRAININGS

First Aid (2020) Bangladesh Red Crescent Society)
Fire Safety Course (2020) Bangladesh Fire Service and Civil Defense
Naval Science Course (2016) Bangladesh Navy
Basic Intelligent Course (2016) Bangladesh Navy
Officers Basic Course (2006) Bangladesh Navy

WORK EXPERIENCE

Asst. Manager (Administration & HR), Crown Cement Concrete and Building Production Ltd (Sept. 2020 – Running)

Duties Performed:

- Performed duty as Head of Admin &HR for all 7 RMC Unit of Crown ready Mix Concrete.
- Lead 800+ people's team
- Liaison with local community and local authorities including law enforcement force
- Renewal of license with inter personal communication and negotiation.
- Control all 7 unit's security and safety
- Maintained all 800 peoples HR related issue with salary, increment, promotion, confirmation, recruitment, motivation, KPI monitoring, training and growth pathway.

Security Officer (Pre-Opening), IHG® Hotel Holiday Inn Dhaka Center. (February 2020 – June 2020)

Duties Performed:

- As the Hotel Security Manager Expert, Performing the duties and responsibilities of Security Officer well in the pre-opening hotel
- Observe and monitor Security Threat & Risk Assessment.
- Cooperate with local security and law enforcement agencies.
- Study Security Policies and formulates Hotel Security Plans.
- Conducts Security Operational Management, Security Intelligence Collection, Security Investigations, and Security Training.
- Supervises Security Testing & Exercises, Direct Security Audits & Inspections.
- Advises on Security Crisis Planning and Contract Security Management to Manager Security.

Lieutenant, Bangladesh Navy. (June 2014- November 2019)

Duties Performed:

- Supporting the whole team in the fulfillment of all sorts of administrative support.
- Multi-task orientation job facing is a common phenomenon and having good problem-solving skills.
- Excellent negotiation skills and the ability to listen actively.
- Lead, supervise & manage a large number of HR properly, all administrative work comfortably done and ensuring all required support as per Govt. And International law.
- Ensuring smooth & timely delivery of all arrays of employee services, confirmation, promotion, demotion, separation, final settlement, leave & attendance management, SIM & Mobile handset management, transfer - posting, HR reports, Bank A/C, ID card, etc.
- Facilitating programs & initiatives to foster employee motivation and create a strong sense of loyalty to establish a win-win culture between requirements for job and employees.
- Revisiting & redefining organizational & departmental organogram, scope, job description & person specification from time to time.
- Defining SOP & processes and setting KPI for each role.
- Developing different HR & Compliance policies in line with Organization Law.
- Ensuring a sound Performance Management System through KPI for all workers, staff, and management personnel within the group.

- Ensuring Administrative Service like housekeeping, office asset management, cleanliness, hygiene & safety.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Ensuring flawless service of office assistant, support staff, electrician, cleaner, gardener & security guard (attendance, leave, duty allocation).
- Conducting field investigation as per instructions & SOP.
- Arranging Office, National, and International events successfully with higher management coordination.
- Safety, security, and coordination in between different Govt. and Non-Govt. The organization, including proper & effective monitoring of the CCTV camera.
- Foreigner/ expatriate management in all aspects.
- Planned, administered and controlled budgets for services, renovation, equipment, and supplies.
- Comfortable to take extra load and responsibility as and when required, deal any responsibilities vested upon in pre & pro active measures.

Professional Courses

From Bangladesh Navy-

- Basic Intelligence
- First Aid & NBCD
- Elementary Logistics & Management Course

From IHG-

- Code of conduct- Handling information responsibility at IHG.
- Code of conduct training.
- General Fire training.
- IHG Traveler Safety.
- Introduction to information security.
- Human Rights.
- Loyalty at IHG.
- Code of conduct – Anti Bribery.
- IHG problem handling.
- IHG hostile surveillance course.
- IHG management of leisure safety

From Other Organization-

- Analytic for Beginner – Google Course
- Fundamentals of digital marketing - Google Course
- BSAFE – UNDSS

- Idea Digital Enterprise Award (Bronze)