

# Ashfi Mosfiq

Present Address: House# 48, Road-16, Nikunja-2,  
Khilkhet, Dhaka-1229, Bangladesh.

Contact no: +8801720827698

Email: [ashfi.mosfiq@gmail.com](mailto:ashfi.mosfiq@gmail.com)

Linkedin: [www.linkedin.com/in/ashfimosfiq](http://www.linkedin.com/in/ashfimosfiq)



## Objective

To prove my leadership and organizational skills through leveraging academic and professional qualification to contribute positively into the organization.

## Experience

### **1. Officer, HR & QMS | Rahimafrooz Energy Services Limited (RESL)**

February 2018 - Present

#### **Responsibilities:**

- Assist Manager, implementing annual HR objectives/strategy in line with ABP as well as ensuring HR plans supporting the needs of the business.
- Assist Manager in employee's Performance Management System evaluation and Talent Management Process.
- Assist Manager, HR in facilitating with other departments in preparation of job description, and leave administration as per company policy.
- Assist and facilitate recruitment process of new employees as per business plan & need.
- Conduct training and awareness programs as per business requirement.
- Support Manager, HR for need based training including evaluation of effectiveness for enhancing competency of the employees.
- Assist Manager in plan and execution of employees' engagement programs as set by the management.
- Facilitate trainee & internship program as per company policy.
- Prepare and update employee database (RAPID) as FPR.
- Assist Management Representative (MR) in ensuring that processes needed for the quality management system (QMS) are established, implemented and maintained.
- Assist function heads to develop their SOP's and workflow setup for QMS.
- Plan, organize and conduct/coordinate internal quality audit as per annual plan and advise of the MR.
- Monitor overall safety, security, health and environment conditions in working areas for improvement.

### **2. Internship | Rahimafrooz Storage Power Business (RSPB)**

November 2017 - February 2018

Department: HR

### **3. Internship | Midland Bank Limited**

May 2017 - August 2017

Department: Client Services

### **4. Teaching Assistant | North South University**

2014 - 2017

Departments of Accounting & Finance and Marketing & International Business

## **Education**

- 1. Master of Business Administration (MBA)**  
Major: Human Resource Management  
CGPA: 3.06  
North South University | 2018-2019
- 2. Bachelor of Business Administration (BBA)**  
Major: Finance & Accounting and Marketing  
CGPA: 3.02  
North South University | 2013-2017
- 3. Advanced level (A'Levels) Examinations**  
Result (Grades): 2 B's, and 1 C  
Center for Business Studies | 2012
- 4. Ordinary level (O'Levels) Examinations**  
Result (Grades): 4 A's, 2 B's, and 1 C  
Center for Business Studies | 2010

## **Training**

- 1. Line of Sight: Performance Evaluation System**  
Rahimafrooz Bangladesh Limited  
September 2018
- 2. QMS Internal Auditor's Training**  
Rahimafrooz Bangladesh Limited  
August 2018
- 3. Discipline your Life**  
Rahimafrooz Energy Services Limited  
August 2018
- 4. ISO 9001:2015 QMS Training**  
Rahimafrooz Bangladesh Limited  
July 2018
- 5. Bangladesh Labor Law Training**  
Rahimafrooz Bangladesh Limited  
June 2018
- 6. BCCP-NSU Campus Leadership Training**  
North South University  
June 2014

## **Extra & Co-Curricular Activities**

- 1. Founder & Vice President**  
NSU International Business Club (NSU IBC)  
2016 - 2017
- 2. Sub-Executive Body Member**  
NSU Finance Club  
2015 - 2016
- 3. Executive Body Member**  
ActionAid Activista  
2014 - 2015
- 4. Senior Executive Officer**  
NSU Young Economists' Forum  
2013 - 2014

## **Personal Details**

- Nationality: Bangladesh
- Date of Birth: 8th August 1991.
- Blood Group: A+ve
- Father's Name: Md. Mosfiqur Rahman.
- Mother's Name: Syeda Fatima Khatun
- Permanent Address: House# 48, Road-16, Nikunja-2, Khilkhet, Dhaka-1229, Bangladesh.

## **References**

- 1. Md. Sabir Hossain**  
Manager, HR, Admin & QMS,  
Rahimafrooz Energy Services Limited (RESL)  
Contact no: +8801711106960
- 2. Nazia Islam Etisha**  
Learning & Development Specialist,  
C&A Sourcing Bangladesh  
Contact no: +8801726135877