

ASHRAFUL ALAM GALIB



CONTACT

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EDUCATION

BBA

North South University
Major: Human Resource
Management & Marketing
(Spring'2014 – Summer'2018)

HSC

ST. Joseph Higher Secondary
School
Science
2013

SSC

ST. Gregory's High School
Science
2011

SKILLS

Tech savvy
Proficient in Microsoft Office
Suite
Time Management
Synergy
Content Writing
Great interpersonal,
communications skills
Project Management
Human Resources Information
Software (HRIS)

CAREER OBJECTIVE

A dynamic individual with highest ethical standards, a sense of personal initiative and problem solving abilities, who is eager to work in a vibrant and challenging environment where employees are valued and provided with new opportunities

EXPERIENCE

- **Beatnik Digital**
May 2019 – Present
Strategy & HR Executive
Main Responsibilities
 - Examining clients' businesses to get to know their brands and understand their objectives
 - Researching and gathering data to develop well-informed strategic plans for clients
 - Produce cohesive and intelligent plans/campaigns for brands including media planning and budgeting
 - Assisting in the proper staffing of Beatnik by maintaining overall Talent Acquisition & Recruitment process
 - Processing Beatnik's payroll every pay period
 - Maintaining payroll processing system and records by gathering, calculating and inputting data
 - Administer staff disciplinary formalities
- **Sheba.xyz**
December 2018 – April 2019
Digital Engagement Executive
Branding
Responsibilities
 - Content and Ideation
 - Blogs, Copy, Captions, PR Articles for content on Sheba platforms online channels
- **Banglalink Digital Communications Ltd.**
May 2018 – September 2018
Intern (Advanced Internship Program)
Product, Data Business (Marketing)

INTERESTS

Music
Football
Photography
Movies and TV Series'
Writing
Doodling

RELEVANT CONTENT

Blogs for Sheba:

<https://www.sheba.xyz/blog/bn/author/galib/>

Personal Archives:

https://drive.google.com/open?id=1e1YaqbJksAUSAft503c_3d4HQ4_r0J9g

CERTIFICATIONS

Drive:

https://drive.google.com/open?id=1On8PrnoKROMweD_D0rChxrt2dwRyjfLx

SOCIAL MEDIA

LinkedIn



Facebook



Twitter



Instagram



RELEVANT PROFESSIONAL COURSES

- Content Marketing: Social Media
- Facebook Blueprint
- Human Resources: Using Metrics to Drive HR Strategy
- Human Resources: Creating an Employee Handbook
- Human Resources: Decoding Body Language
- Human Resources Payroll
- Marketing Reputation Management
- Marketing Tools: Social Media
- Marketing Ethics

EXTRACURRICULAR ACTIVITIES

- 2018: Semi-Finalist of AdMaker'2018
- 2017: Organizer, Knowledge Fiesta - SGHS
- 2016: Organizer, Masters of Ideation, AdMaker
- 2015, 2016: Senior Member of Young Entrepreneurs Society (Yes), NSU
- 2012: Vice Captain, Josephite Football Team
- 2010: Vice President, Gregorian Science Club
- 2009: General Secretary, Gregorian Debating Club
- 2010, 2009, 2005: Champion at National Level Science Fair Bangladesh (School Level)

REFERENCES

Mahneel Musa
Finance Manager
Finance and Admin
Beatnik Digital Ltd.

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K M Raihan
Segment Senior Manager
Marketing
Banglalink Digital Ltd.
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