

# Curriculum Vitae



**RAIANUR  
RAHMAN**

## Career Objective

Passionate and enthusiastic to build career in HR. Looking for a full-time human resource position in a fast-paced environment, where I will be able to utilize my experience and skills to support the human resource department.

## Personal Details

Name	Raianur Rahman
Father's Name	Mizanur Rhaman
Mother's Name	Halima Begum
Nationality	Bangladeshi
Date of Birth	April 19, 1992
Marital Status	Unmarried
NID	8656182097
Religion	Islam
Languages	Bengali & English

## Contact

Phone	(+88) 01737330557
Email	raianur92@gmail.com
Linkedin	linkedin.com/in/raianur-rahman

## Employment History

### Standard Chartered Bank (contractual)

June 10, 2018 – Till date

**Country Talent Acquisition Coordinator**

**Department: HR**

**Company Location: SCB House, 67, Gulshan Avenue, Dhaka - 1212.**

- Support in the Recruitment process.
- Candidate sourcing, CV sorting.
- Invigilating in Written Test, check answer sheet.
- Scheduling job interviews and assisting in interview process for both country & cross border hiring.
- Assist in collecting compensation details and other required documents from selected candidates.
- Managing Candidate Background Verification.
- Offer letter management.
- Coordinating in On-boarding sessions.
- Prepare required documents for on-boarding.
- Ensure ID card, Laptop and other logistical arrangements are issued for staff induction.
- Prepare and hand over Employee Personnel File.
- Update employee information in the system.
- Assist in HR audit.
- Assist in vendor management.
- Database management and record keeping.
- Maintain Communication with global teams for various issues on a regular basis.

## Achievements

- Prepared automated assessment sheet for candidate assessment.
- Managed 229 interviews of 1539 candidates in the year 2019.
- Managed background verification for 255 candidates in 2019.
- Assisted in sourcing & hiring physically challenged candidates & Mandarin & Korean speaking RM.
- Successfully passed two CST audit.

### Anwar Landmark

October 01, 2017 – January 07, 2018

**Intern -HR**

**Department: HR**

**Company Location: Baitul Hossain Building, 14th Floor, 27 Dilkusha, Dhaka 1000.**

- Leave calculation.
- P-file documents check.
- Other tasks assigned by the supervisor time to time.

## Education

### Jahangirnagar University

**Master of Business Administration (MBA)**

**Major in - Human Resource Management**

**CGPA: 3.56 out of 4**

**2016-2017**

### National University

**Bachelor of Business Administration (BBA)**

**Major in Accounting**

**CGPA: 2.88 out of 4**

**2010 – 2013 (passing year 2015)**

## Present Address

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House - Cha 48/2 Khan Bagh, North  
Badda, Dhaka-1212.

## Permanent Address

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Hami House, DIN Bondhu Shen Road,  
Barisal.

**Barisal Model School and college, Barisal.**  
**Higher Secondary Certificate (H.S.C)**  
**Business Studies**  
**G.P.A. – 4.40 out of 5**  
**2009**

**Barisal Zilla School, Barisal.**  
**Secondary School Certificate (S.S.C)**  
**Business Studies**  
**G.P.A. – 4.19 out of 5**  
**2007**

## E-Learning

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- Data Safe E-Attestation
- Rejection Bribery and Corruption
- Conflicts of Interest
- Targeted ABC Module for Staff in Human resource
- Cyber Security Awareness for Everyone
- Safety and Security
- Anti-Money Laundering & Counter Terrorist Financing
- Introduction to Fraud Risk Management

## Competitive Skill

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### Computer Skills:

- Ms Word, Outlook, Excel, Power Point, Adobe Photoshop, Adobe after effect.
- Excel formulas I am acquainted with – VLOOK UP, INDEX, MATCH, IF, IFS, COUNTIFS, AVERAGEIFS, DATEDIF, IFERROR, Data Validation, Conditional Formatting ,PivotTable etc
- Macro & Visual Basic
- Uses of mail merge and other necessary knowledge of MS word & Outlook.

### Communication Skills:

- Able to communicate both in English & Bengali fluently.

## Reference

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- Abu Sayef Md Muntaquimul Bari Chowdhuri  
Assistant professor  
Department of Management studies  
Faculty of Business Studies  
Jahangirnagar University, Savar Dhaka.  
Email: muntaquimul88@yahoo.com
- Engr Sayed Mahbubur Rahman  
(Former Additional Chief Engr. LGED)  
Chief Operating Officer  
Anwar Landmark Ltd.  
Email: Mahabub\_1777@yahoo.com