**Md. Ahsanul Kabir**

**Address:** 214/A/5 Tejkunipara,Tejgaon,Dhaka-1215

**Cell:** +8801622444659

**Email:** [ahsanul.kabir95@gmail.com](mailto:ahsanul.kabir95@gmail.com)

**CAREER OBJECTIVE**

To pursue a challenging career with dedication and provide my efficiency to the fullest in a professional organizational environment wherever I serve my duties that will discover the potential in me.

**EDUCATIONAL - QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| **Degree/Level of Examination** | **Institution** | **Field of study/Major** | **Year** | **Result** |
| **Masters of** **Business Administration (MBA)** | American International University, Bangladesh | 1st Major - Human Resource Management | 2019 | CGPA- **3.81** Out of **4.00** |
| **Bachelor of Business Administration**  **(BBA)**   |  | | --- | |  | | American International University, Bangladesh | 1st Major -Economics,  2nd Major - Human Resource Management | 2018 | CGPA- **3.71** Out of **4.00** |
| **Higher Secondary Certificate (H.S.C)** | University Laboratory College, Dhaka | Science | 2014 | GPA- **4.50**  Out of **5.00** |
| **Secondary School Certificate (S.S.C)** | Govt. Science College Attached High School, Dhaka | Science | 2012 | GPA- **4.94**  Out of **5.00** |

**EMPLOYMENT HISTORY:**

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| **Executive ( June 1, 2018 – December 9, 2019)** |
| **The Italian Kitchen** **(HR Operation & Customer relationship management)**  **Duties/Responsibilities:**  1. General HR activities (Interview Coordination i.e. giving call to the candidates, facilitate interviews.)  2. Carry out the recruitment & selection process.  3. Assist in employee database management, personnel file management,  4. Assist in employee relations and employee engagement.  5. Maintain and update different records like leave, attendance, meal, personal files and other records.  6. Communicate with the foreign Customers about food items and receiving their food orders.  7. Handle the foreign Customers Complain and their inquire about food items. 8. Monitoring the Production & food quality. 9. Daily Sales Entry in the Excel Sheet. 10. Maintaining the customer Data Base. |

**INTERNSHIP**

**Apex Footwear Ltd (HR Department) (December, 2017 – May, 2018)**

**Duties/Responsibilities**

* Interview Coordination i.e. giving call to the candidates, facilitate interviews.
* Exam monitoring of the candidates.
* Sorting, screening & communicating potential candidates for recruitment process.
* Communicate with store to inform about office order.
* Assist in Employee File Management.
* Assist in Training Coordination.
* Check the answer scripts of Trainees.
* Assist in Leave Management.
* Assist in Performance Appraisal.
* Assist in Prepare HR related letters.
* Assist in Prepare Organization all departments Organogram.
* Data input into IFS. (Leave Entry).
* Organizing various employee engagement activities, cultural programs & corporate events.
* Maintain day to day HR activities.

**EXTRA-CURRICULER ACTIVITIES**

* Member of [the American Center U.S. Embassy in Bangladesh](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwiLhL_Ai9DXAhWKOY8KHQLzC3sQFggrMAE&url=https%3A%2F%2Fbd.usembassy.gov%2Feducation-culture%2Fthe-american-center%2F&usg=AOvVaw3DLE-ylhKSsc6XZju2gyfu).
* Took part in corporate etiquettes seminar
* Prepared several reports, projects and posters for promoting new brands and business ideas for course purpose.

**KEY COMPETENCIES**

* Time Management Skills
* Tolerant and flexible to different situations.
* Knowledge about doing administrative tasks
* I am confident and have ‘Can Do’ attitudes
* Have good computer skills in Microsoft Office ( Word, Excel, PowerPoint)
* Fast Typing and Data entry skill
* Have a superior command in online communication and using internet
  + Have good language skills both Bangla & English (Reading, Writing, listening & Speaking)
* Have good leadership & communication skills and good team player
* Have good presentation skills
* Ability to understand complex situations and learn from the situations

**CERTIFICATES – REPORTS – BUSINESS PLAN**

* Have a certificate for participating in the **Public Speaking Competition** organized by AIUB Oratory Club
* Have a certificate for participating in the **debate competition** for the course of Global Trade
* Have a certificate for participating in the **competency framework** in HR Today & Tomorrow organized by Department of Management & HR
* Have a certificate for participating in the **Corpo - Route Key-2 seminar** organized by Youth Voice of Bangladesh
* Have a certificate for participating in the **CV writing & Corporate Etiquettes** in HR Today & Tomorrow organized by Department of Management & HR
* Prepared a Business Plan on **Smart Transport** for the course of Entrepreneurship Development
* Prepared a report on **Biman Bangladesh Airlines Strategic Evaluation** for the course of Strategic Management
* Prepared a report on an assessment of **Customer Satisfaction on ATM Services** in Bangladesh for the course of Research Methodology

**PERSONAL INTERESTS**

* Research.
* Reading (Ancient History, Business Article etc.)
* Traveling (Historical Places, Tourist Areas, visiting new places)

**PERSONAL INFORMATION**

Father’s Name : Md. Humayoun Kabir Sarker

Mother’s Name : Afroza kabir Yesmin

DOB : 25 January, 1997

Religion : Muslim

Gender : Male

Marital Status : Single

Blood Group : A (+) Positive

NID No. : 735 194 3761

Permanent Address : 214/A/5 Tejkunipara,Tejgaon,Dhaka-1215

**REFERENCE**

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| **Md. Humayoun Kabir Sarker**  First Assistant Vice President  IFIC Bank Limited  122-124,Motijheel C/A, Dhaka  Phone: 01819296712 | **Lutfun Nahar Joya**  Assistant General Manager-HR  Apex Footwear Limited  House-6,Road -137,Block–SE(D)  Gulshan-1, Dhaka-1212  Phone: 01929730700  E-mail:lutfun.nahar@apexfootwearltd.com |