

**Resume of Raiyan Ahmed**

**Raiyan Ahmed**

Mailing Address: KA-62/G,

Kuratali, Khilkhet, Dhaka-1229

Cell: 01670895966

E-mail: **antanuahmed89@gmail.com**

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| **Career Objective** |

I would like to flourish my creativity and knowledge in the best possible way and I am keen to establish myself as an honest and hardworking professional person at a respective working field in any challenging atmosphere.

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| **Work Experience (Total-03 years)** |

* **Organization:** Evince Group

**Designation:** Executive-HR & Compliance (Corporate)

**Location:** Nikunja-2

**Duration:** From 18/02/2019 to continuing.

**Job Responsibilities:**

* Responsible for the whole Human Resource Development process for the group;
* Prepare and develop different policies, competency mapping;
* Assist in Recruitment & selection process;
* Provides corporate support of foreign colleagues' regarding their employment;
* Focused on all foreign employees Visa Recommendation, work permit, visa extension, work permit cancellation as well as visa cancellation;
* Ensuring foreign employees work permit and visa up to date;
* JD creation & always keep up to date;
* Develop strategies and coordinate for effective job analysis process;
* Manage the employees PMS including KPI, performance review;
* Provides general secretarial and administrative support (updating staff files and contracts, handling correspondence, registration and filing, etc.);
* Always entry and update employee records in HRIS;
* Provide support to functions to develop and organize training/ orientation programs;
* Keep record (e.g. absences & leave) and ensures that HR data is of good quality and kept up to date, particularly regarding salary;
* Maintains all corporate agreement and deed with the service providers;
* Prepare & update organogram for the group;
* Employee relations management & liaison with other factories;
* **Organization:** VU Mobile Ltd.

**Designation:** Executive-HR & Admin (Corporate)

**Location:** Banani

**Duration:** 2 months, from 12/12/2018 to20/01/2019.

**Job Responsibilities:**

* Preparing Monthly Attendance, Overtime & Leave report;
* CV Sorting & Conducting interviews for candidates, reference checking (over email & LinkedIn);
* Joining formalities, Seating arrangement & initial orientation;
* Maintain and update employee database for smooth HR operation in HRIS & personal file;
* Conduct In-house Training;
* Assisting and implementing Performance Management System;
* Support the HR Manager with updating HR Policy;
* Handling disciplinary & grievance procedure, employee relation issues;
* Employee Insurance facility maintenance;
* Exit interview process formalities & documentation, Final statement;
* Office Maintenance - CCTV, Cleaning, AC, Generator, office equipment;
* Stationary requisition & Purchase;
* Vehicle management- Daily VTS report, Fuel requisition;
* Vendor Management;
* **Organization:** Purple Algorithm Ltd.

**Designation:** HR-Executive (Corporate)

**Location:** Baridhara DOHS.

**Duration:** 1 Year, From 27/12/2017 to 10/12/2018.

**Job Responsibilities:**

* Assist in Recruitment & selection process;
* Execution of Human Resources policies and processes;
* Salary & benefits and deductions calculation and dispatch for employees;
* Employee performance monitoring/ measure employees KPI;
* Create employee database in HRIS system;
* Prepare different HR reports & meeting minutes;
* To maintain HR-related Documentation.
* Attendance check & update, leave management;
* Employee separation process;
* Execute any HR operational tasks;
* Establishing ethical and positive culture in company;
* **Organization:** EJAB GROUP

**Designation:** HR-Executive (Corporate)

**Location:** Mohakhali.

**Duration:** 1 year 2 months, from 05/06/2016 to 01/08/2017.

**Job Responsibilities:**

* Assist in Recruitment & selection process;
* Attendance check & update;
* Leave management;
* Office administration;
* To maintain HR related Documentation.

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| **Professional & Academic Qualifications** |

* **Master of Professional Human Resource Management (MPHRM)**

Name of Institution : University of Dhaka

Semester : Running 3rd semester

Result : CGPA-3.25 (Out of 4)

* **Post-Graduate Diploma in Human Resource Management (PGDHRM)-2019**

Name of Institution : Bangladesh Institute of Management (BIM)

Result : 2.08 (Out of 4.00)

* **Bachelor of Law’s (LL.B)**

Name of Institution : Capital Law College (Under National University)

Session : 2018-2019 (Continuing)

* **Master of Business Administration (MBA)-2018**

Name of Institution : Southeast University

Major Subject : Human Resource Management

Result : CGPA-2.90 (Out of 4)

* **Bachelor of Business Administration (BBA)-2015**

Name of Institution : Southeast University

Major Subject : Human Resource Management

Result : CGPA-2.76 (Out of 4)

* **Higher Secondary Certificate (H.S.C)-2010**

Name of Institution : Uttara Town College

Board : Dhaka

Group : Business Studies

Result : 3.50(Out of 5.00)

* **Secondary School Certificate (S.S.C)-2007**

Name of Institution : Banani Bidyaniketan

Board : Dhaka

Group : Science

Result : 3.63(Out of 5.00)

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| **Computer Proficiency** |

* MS Office : Strong computer skillset in MS Excel, Word, Power Point,

Outlook, Visio, HRIS

* Typing : Well conversant in typing Bangla and English.

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| **Communication Skills** |

* Bangla : First language, proficient in speaking, listening, reading & writing.
* English : Second language, proficient in speaking, listening, reading &

Writing. Also had done IELTS (Score 5.5)

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| **Professional Development Workshop** |

* Training on “Labour laws & rules 2015 in the work place’’
* Training on “Compensation & Benefit Management with its Legal, Compliance & Income tax Requirements”

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| **Personal Statement** |

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| Name | : | Raiyan Ahmed |
| Father’s Name | : | Jamil Ahmed |
| Mother’s Name | : | Jesmeen Ahmed |
| Present Address | : | Ka-62/G, Kuratali ,khilkhet, Dhaka-1229 |
| Permanent Address | : | Same |
| Date of Birth | : | 20, May, 1992. |
| Sex | : | Male |
| Marital Status | : | Single |
| Nationality | : | Bangladeshi |
| National ID | : | 284 204 7272 |
| Religion | : | Islam |
| Blood Group | : | B+ |

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| **Reference** |

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| Md. Tauhid Ikhtiar Prince  Senior Executive-HR & Compliance  Evince Group (Corporate Office)  Corporate Office: Lotus Kamal Tower-One, Level-6, 57, Joar Sahara C/A, Nikunja-2, New Airport Road, Dhaka-1219, Bangladesh  Cell: 01719363625  E-mail: prince@argondenims.com | Nargis Akhter  Senior Manager, (Retail HR)  Bata Bangladesh Ltd.  Bata Shoe Company (Bangladesh) Ltd.  Tongi, Gazipur, [Postal Code](https://wikibdinfo.com/) - 1710, Bangladesh  Cell: 01914077187 |

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| **Declaration** |

I do solemnly affirm that the statement and the information provided above are absolutely correct to the best of my knowledge and belief.



**(Raiyan Ahmed)**