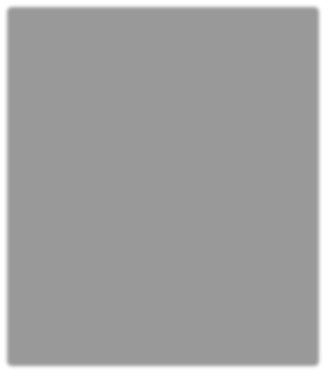
**NAFIUR RAHMAN KHAN**



House# 43, Road# 16, Sector# 12, Uttara, Dhaka-1230

+880 1728-666725 [nafiurrahmank@gmail.com](mailto:nafiurrahmank@gmail.com) [**www.linkedin.com/in/nafiur-khan**](http://www.linkedin.com/in/nafiur-khan)

Career Objective

Looking for a professional human resource position in a fast paced environment to utilize my knowledge, exceptional multitasking, organizational and time management skills to handle complex problems and provide high end HR support in the human resources department.

Profile Summary

o 2.7 years of professional experience in Human Resources Management.

o Skilled in Recruitment , Assesment, Training, Payroll.

o Demonstrated history of working in HR Consultancy and Event

Management firm.

o Responsible, multi-tasker, quick to learn, dedicated and disciplined.

Professional Experiences

**Talent Centric Limited**

**HR Associate [ April 2019- Continuing]**

o Preparing /developing Assessment Module for different job opening o Design & coordinating the assessments center based on requirement

o Prepare assessment result according to client requirement and given competency by using HRIS/ Recruitment software

o Working on different HR Issues according to clients requirements like

Reference Checking, Salary survey etc.

o Prepare Job description according to client's requirement

o Working Talent Acquisition, Talent mapping and Talent Management.

o Determining applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.



o Managing new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions.

o Working with Client Company for outsourced Payroll and maintain all the segment of Payroll outsourcing like Legal issue, Tax issue, Benefits issue etc.

o Maintaining good relation with internal Legal team, TAX team and accounts department for billing issue

**Game Changer Training and Consulting Ltd**

**HR Executive [ July 2017- March 2019]**

o Assist in recruitment process.

o Assess training needs and coordinate learning and development initiatives

for respective clients.

o Co-facilitate and support in-country training delivery working with the

Bangladesh based principal delivery team.

o Co-ordinate logistical arrangements required to deliver the training for

the clients

o Monitor & provide feedback on in-country delivery performance.

o Visit client (if required) and find out new business opportunity.

o Develop fair HR policies for respective clients.

o Perform other relevant duties/ tasks assigned by supervisor/Management

o Keeping records of all paper works

Training

|  |
| --- |
| **Title Training Institute Year Duration** |
| HR Analytics Bangladesh Society for Apparel 2019 Half Day  HR Professionals -BSAHRP |
| Project Management Game Changer Training and 2018 4 Days  Essentials- PMD Pro Level 1 Consulting Ltd. |
| Effective Communication Skills Game Changer Training and 2018 1 Day  Consulting Ltd. |
| Leadership Skills for Emerging Game Changer Training and 2018 1 Day  Leaders Consulting Ltd. |

Education



**East West University**

Bachelor of Business Administration (BBA) CGPA: 2.93

Major in **Human Resource** & Minor in Marketing

Coursework included HR planning, Compensation Management, Labor Law & Industrial Relations, Strategic HR, HRIS, Training & Development.

**Rajuk Uttara Model College**

Higher Secondary School Certificate (HSC) Concentration: **Business Studies**

GPA: 5.00

**Milestone College**

Secondary School Certificate (SSC) Concentration- **Business Studies** GPA: 4.96

Extra Curriculum Activities

|  |
| --- |
| **Organisation / Clubs Position Duration** |
| Rajuk Ex-Students' Association (RESA) Assistant Organizing Secretary May’14-Present |
| Rajuk College Social Services Club(RCSSC) Volunteer March’16-Present |
| East West University Debating club (EWUDC) Associate Officer (Finance) & Debater December’13-April’16 |
| East West University Club for Performing Arts (ECPA) Organiser & Volunteer Summer’13- Summer’14 |

PERSONAL DETAILS

Name Nafiur Rahman Khan Father’s Name Wahid Mia Khan Mother’s Name Saleha Begum Nationality Bangladeshi

Religion Islam

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Date Of Birth 06 September 1994

REFERENCE

**Sabina Ferdous Shahriar Khan**

Assistant Manager- HR Operation Managing Director

Talent Centirc Limited Game Changer Training and Consulting Ltd

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