

***Resume of***

**Mohammad Nahidur Rahman**

[**nahid.armyiba@gmail.com**](mailto:nahid.armyiba@gmail.com)

**+8801911-887166**

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***Career Objective:***

To work in a challenging, dynamic and disciplined job environment to enrich the professional skill, competence and level of expertise knowledge in a nationally or internationally reputed organization.

***Academic Qualification:***

**Master of Business Administration (MBA)**

Concentration: Human Resource Management

Passing year: 2019

Result: CGPA 3.17 out of 4.00

Army Institute of Business Administration (Army IBA).

Savar Cantonment, Dhaka.

**Bachelor of Arts in Tourism and Hospitality Management (BATHM)**

Concentration: Hospitality Management

Passing year: 2014

Result: CGPA: 3.29 out of 4.00

IUBAT-International University of Business Agriculture and Technology

Dhaka.

**Higher Secondary School Certificate Examination (HSC)**

Result: A Grade (2006-2008).

GPA : 4.10 out of 5.00

Group: Science

Milestone College

Dhaka Board.

**Secondary School Certificate Examination (SSC)**

Result: B Grade (2003-2006)

GPA : 3.31 out of 5.00

Group: Science

Kamarpara High School

Dhaka Board.

***Experiences:***

***Total Year of Experience : 4.2 Years.***

* **Instructor (Contructual), Food and Beverage Service at UCEP Bangladesh** from 01 April’19 to Present. **(**[**www.ucepbd.org**](http://www.ucepbd.org)**).**
* Conduct practical classes.
* Lesson planning and follow the guidelines of SEIP.
* Teach about food and beverage operations.
* Provide knowledge and skill on food and beverage service.
* Teach how to operate and maintain food and beverage service outlets.
* Teach how to plan the menu sequence.
* Bar and beverages.
* Teach about cleanliness, safety and first aid.
* **Executive, Administration and C &D at Emkay Enterprises Limited** from 01 August’17 to 29 October’18. **(www.emkayenterprises.com).**

Job Responsibilities:

* Expatriate management and visa support for Management personnel.
* Monitor & keep records of all vehicles accidents and take necessary step.
* Prepare work order for repairing the vehicle & necessary office works.
* Maintain and update all the records, files, documents, and registers in a structured manner.
* Payment recovery and products distribution.
* Inventory management for fire products and industrial lights, switch and circuits.
* Bill collection and monthly report prepare.
* **Officer, Front desk & GS at Siam City Cement Bangladesh (Ex. Cemex Cement)** from February’16 to July’17.

Job Responsibilities:

* Ensure the Front Desk area is properly maintained with a view to the image of the company.
* Receive all documents and dispatch them properly.
* office furniture and equipment maintenance.
* Stationery Management - Control stationery for both plant and head office
* Arrange meeting, training, and events.
* Hotel booking, Ticketing, visa for foreign employee.
* Assist HR department
* **Executive-Front desk, Administration** at **BEXIMCO-IT Division** from 08 June’14 to 01 February’15. **(**[**www.bol-online.com**](http://www.bol-online.com)**)**

Job Responsibilities:

* General office administration, support organizational and staff management.
* Managing transport/ poll car administration as per company policy.
* Receive all documents and dispatch them properly.
* Receive and manage all local and foreign telephone calls efficiently and promptly.
* Arrange meeting, training, and events.
* Handle day to day administrative matters of the organization.
* Purchase stationary items, cleaning items, electric items and pool car serving items.
* Manage incoming and outgoing calls through PABX system.

***Computer Skills:***

* Basic computer knowledge:

Excellent in using MS Office (MS Word, MS Excel, Power Point), Internet Surfing.

***Language Skills:***

* Full proficiency in reading, writing, speaking and oral communication of Bengali and English and also can speak fluent Hindi.

***Contact Address:***

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| **Present Address:** | House- 08, Road –12, Block–C, Word-06, Ranavola, Uttara, Turag, Dhaka. |
| **Contact No.** | **+8801911-887166** |
| **Permanent Address:** | House- 08, Road –12, Block–C, Word-06, Ranavola, Uttara, Turag, Dhaka. |
| **E-mail address:** | [**nahid.armyiba@gmail.com**](mailto:nahid.armyiba@gmail.com); [**nahid.rahman@live.com**](mailto:nahid.rahman@live.com) |

***Personal Information:***

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| **Name:** | Mohammad Nahidur Rahman |
| **Father’s Name:** | Mohammad Abul Bashar |
| **Mother’s Name:** | Jahanara Begum |
| **Sex:** | Male |
| **National Id No :** | 2619351973298 |
| **Passport No :** | A F 3820275 |
| **Place of Birth:** | Dhaka |
| **Date of Birth:** | 1st January 1989 |
| **Nationality:** | Bangladeshi (by Birth) |

***References:***

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| **Md. Rajib Hasan** Manager, Organizational Development  Siam City Cement Bangladesh Ltd.  Banani, Dhaka  E-mail: [rajib.hasan@siamcitycement.com.bd](mailto:rajib.hasan@siamcitycement.com.bd)  Cell no: +8801713372928 | **Md. Moslem Kabir Arif**  Deputy Manager, Administration  Emkay Enterprises Ltd.  Uttar Badda, Dhaka  E-mail: [arif@emkayenterprise.com](mailto:arif@emkayenterprise.com)  Cell no: +8801977666915 |

***Self Assesment:***

Simply self-esteemed, punctual and sincere. I like to perform my duties on time. I will give my full potentiality if I will be the member of your winning team.

I hereby declare that all information provided above belong to me and are true.



**Mohammad Nahidur Rahman**