

# MAZBAHUR RAHMAN

## Senior Executive | MBA-HRM | AIUB

Experienced HR professional with a strong background in talent acquisition, employee relations, performance management, and policy development. Demonstrated success in optimizing recruitment processes, fostering positive work environments, and ensuring compliance with labor laws. Skilled in developing and implementing HR policies aligned with organizational objectives. Proven ability to coordinate training programs to enhance employee skills and competencies.



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Mirpur, Dhaka

## WORK EXPERIENCES

### Senior Executive, Human Resources

AAA Finance Investment & Limited

05/2022 - Present

#### Key Highlights: | DEMO

- Successfully analyzed and improved the financials and capital structure of over 20 Issuer Companies.
- Led a team of 10+ members, setting clear objectives and monitoring progress, resulting in a 15% increase in overall productivity.
- Streamlined the on boarding process for new hires, reducing the average on boarding time by 30%.
- Prepared and got approval for over 50 bidding summaries, contributing to a significant increase in company revenue.

#### Duties/Responsibilities:

- Lead end-to-end recruitment processes, including sourcing, screening, and hiring.
- Act as a liaison for employee concerns, fostering a positive work environment.
- Oversee performance management processes, guiding goal setting and improvement efforts.
- Develop and update HR policies to ensure compliance and alignment with company goals.
- Possess expertise in the fundamental and technical analysis of the portfolio department and also Capable of being actively involved in trades.
- Capable of preparing the prospectus of the Issuer Company.
- Fair Knowledge about the valuation of shares.
- Coordinate training programs to enhance employee skills and competencies.

## EDUCATIONAL QUALIFICATIONS

### MBA in Human Resource Management- 2022

American International University - Bangladesh

– CGPA 3.55/4.00

### BSc in Electrical and Electronics Engineering (EEE)- 2019

American International University - Bangladesh

–CGPA 3.17/4.00

### HSC in Science- 2015

Ideal College Dhanmondi

– GPA 4.92/5.00

### SSC in Science- 2013

National Bank Public School and College

– GPA 4.75/5.00

## CORE COMPETENCIES

Talent Acquisition • Employee Relations • Performance Management • Policy Development • Compliance Management • Training Coordination • HR Strategy • Organizational Development • Benefits Administration • Compensation Management • Diversity and Inclusion • Succession Planning • Conflict Resolution

## SOFT SKILLS

Communication Skills • Time Management • Adaptability • Problem-solving • Teamwork • Leadership • Critical Thinking • Emotional Intelligence • Creativity • Resilience • Conflict Resolution

## TOOLS & TECH

Microsoft Office Suite • Google Workspace • Payroll • Email Management • AutoCad • Proteus • Multisim

## PROFESSIONAL TRAINING

### Investor's Training Program

- The program exposed me to a variety of investment approaches such as value investing, growth investing, and momentum trading, allowing me to develop a well-rounded investment philosophy.

### Information Security Management System, Cyber Security, and Privacy Protection based on ISO/IEC 27001:2022

*Exemplar Global*

#### **Skills Acquired:**

- Comprehensive understanding of Information Security Management System (ISMS) principles.
- Proficiency in Cyber Security practices and protocols.
- Knowledge of Privacy Protection regulations and best practices.
- Familiarity with ISO/IEC 27001:2022 standards and certification requirements.

## RESEARCH/PROJECT WORK

### Analysis of Merchant Bank Industry Turnover in Bangladesh- 2022

- Collected and analyzed financial data from merchant banks operating in Bangladesh.
- Examined trends and patterns in turnover related to Issue Management, Underwriting Fees, Corporate Advisory, and Portfolio Fees.
- Utilized statistical techniques and financial modeling to interpret data and draw meaningful conclusions.
- Identified factors influencing turnover fluctuations and assessed their impact on the industry.

### Wind-Powered Device for Clean Drinking Water Production- 2019

- Conceptualized and designed the wind-powered device, integrating principles of renewable energy and water condensation technology.
- Conducted thorough research to identify optimal materials and components for efficient water extraction and purification.
- Collaborated with engineers and technicians to fabricate and test prototype iterations of the device, refining design and functionality.
- Implemented field trials to assess performance under varying environmental conditions and validate production capacity.

## LANGUAGES

**Bengali** (Native)

**English** (Fluent)

## EXTRACURRICULAR ACTIVITIES

**Champion, Poster Making Competition:** Awarded the title of Champion in the poster making competition organized by the Physics Department of AIUB.

**Participant, Robo Carnival (BUET):** Engaged in the Robo Carnival event hosted by BUET, showcasing technical prowess and innovation in robotics.

**Participant, Robo Carnival (MIST):** Engaged in hands-on activities and competitions, honing technical skills and fostering innovation.

**Participant, Robo Fight (ACES Jubilation Program):** Demonstrated strategic thinking and engineering prowess in designing and operating robotic systems for competitive challenges.

## REFERENCES

**MOHAMMAD RAZZAKUL HOSSAIN**, MANAGING DIRECTOR OF ROOT GROUP OF COMPANIES

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**MOHAMMAD ASHRAFUL HOSSAIN**, CEO ( Garments Division) of Root Group of Companies

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