

MD. HABIBUR RAHMAN SAJON

Mobile : +88 01710-886867
E-mail : sajon_hr@hotmail.com
LinkedIn : <https://bit.ly/2Js6Qtz>
Skype ID : sajon13
Age : 28 Years (07-12-1991)
NID Number : 7335519851
Blood Group : B-
Mailing Address: 45/1, Hazi Meher Ali Road, Iqbal Nagar, Khulna.



Career Objective:

To lead and manage an organization as a strategic business partner which will significant impact on business performance where **Human Resource** considered as most valuable assets and have the passion for continuous.

Core Proficiencies:

- Core HR
- Competency Mapping
- Talent Mapping
- HR Metrics
- Training & Development
- Talent Magnet
- Performance assessment

Area of Interest:

HRM, Training & Development, KPI, Core Administration, Documentation, Business Development, Audit, Compliance, Organizational Planning & Development.

Personal Attributes:

- Time Management
- Hard worker
- Effective Negotiation
- Emotional Stability Goal Oriented
- Contact Management
- Self-Motivation
- Quick learner
- Accountability
- Commitment
- Self-directed
- Work well under pressure
- Polite & respectful manners

Job Experiences: 4.3 Years

1. **Bangladesh Technical Training and Development Centre (BTTDC), Sylhet**
(BACI-SEIP & UTTORON Project)
Designation : HR, Admin & Account Officer
Duration : **July 2017 to continuing.**

Key Responsibilities:

- Provide with different HR related queries, benefits & administrative support to employees.
- Co-ordinate induction program & maintain and update employee database and organization chart.
- Partnering with stakeholders for Training Needs Assessment (TNA) and Competency mapping.
- Arrange training program & Implement 70-20-10 rule.
- Draft & update HR metrics for performance assessment
- Prepare SMART objective & implement KPI.
- Assist in talent mapping and make succession planning.
- Work as a talent magnet and facilitate recruitment & selection process.
- Act as a liaison officer & maintain office security.
- Audit periodically and conduct SWOT analysis.
- Prepare & maintain bill, voucher & Vat/Tax payment.
- Arrange travel and accommodations & Schedule in-house and external events
- Cost minimization & preparing regular financial and administrative reports.
- Arrange tender program for purchasing goods & services, manage stock inventory and update the stock register.
- Any other task assigned on me.

2. **RR International , Dhaka**

Designation : Manager, Department of Marketing

Duration : **January 2017 to June 2017**

3. **Tooth Fairy Foundation**

Designation : Officer, HR & Administration

Duration : **January 2014 to February 2015**

Academic qualification:

- **MBA** (HRM), CGPA- 3.50, AIUB, Dhaka, 2015.
- **BBA** (HRM), CGPA- 3.65, AIUB, Dhaka, 2013.
- **H.S.C.** (SCIENCE), CGPA- 3.70, GOVT. M. M. CITY COLLEGE, Khulna, 2009.
- **S.S.C.** (SCIENCE), CGPA- 5.00, KHULNA ZILLA SCHOOL, Khulna, 2006.

Internship:

BRAC Bank Ltd.

Department: Recruitment & Benefit DPT.

Duration: **August 2013 to November 2013**

Extra-Curricular Activities:

- **Worked** as a volunteer of '**Dutch-Bangla Bank& Prothom-Alo Math Olympiad**'.
- Member of **AIUB Society for Human Resource Management**
- Student **Member** of **Bangladesh Society for Human Resource Management (BSHRM)**
- **Scout:** 1999-2002 (Khulna Zilla School)
- **1st Runner Up** at **Inter AIUB Robi Young Talent Program (YTP) 2013**
- **Champion** at **Management Information System (MIS)** poster competition 2012

Language proficiency:

English: Professional working proficiency

Deutsch: Basic

References:

Dr. Alvee Rahman

President

Tooth fairy foundation

KA 24/4, 2nd Floor,

Bashundhara R/A ,Dhaka- 1229.

Mobile: +88 01717-965409

E-mail: dr.alvee@msn.com

Relation: Professional

Rezwan Kabir Mimo

Deputy Manager (Procurement & Contracts)

Bangladesh-India Friendship Power Company Ltd

Borak Unique Heights, Kazi Nazrul Islam

Avenue, Eskaton, Dhaka-1217

Mobile: +88 01726-305 105

E-mail: rezwan.kabir@bifpcl.com

Relation: Professional