

MD. ASHIKUR RAHMAN

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Age : 24 Years (22-10-1994)
Mailing Address : Uttara, Dhaka

**Career Objective:**

To use my academic merits, technical skills to work as part of a dynamic team where there is an opportunity to make significant contribution along with developing personal skills and build career in the field of work.

Core Proficiencies:

- Computer Competency
- Team Development
- Persuasive Communication
- Core HR & HR Budgeting
- Risk Management & Assessment
- Branding the organization

Area of Interest:

HR, Management, Core Administration, IT/Telecommunication, E-Commerce, Digital Marketing, Online-Based Companies, Banking, Multinational Companies, Advertising Agency, KPI

Personal Attributes:

- Strong perception and Excellent analytical skills
- Ability to maintaining a clean and enjoyable working environment
- Ability to handling external or internal communication
- Strong ability to Organizing, arranging and coordinating meetings
- Excellent knowledge about MS Office and should have a good command in advanced MS Excel
- Excellent knowledge about Digital Marketing
- Excellent interpersonal and communication skills
- Able to give the best result in pressure situations
- Excellent in presenting and make people understand
- Exceptional Communication skills in written and verbal both
- Strong ability to take decision in responsibility; Strong leadership and patience full skills
- Ability to manage time and priorities workload to ensure efficient delivery of task
- Being a team player, willing to show initiative.

Academic qualification:

Exam Title	Major	Result	Institute/Board	Passing Year
MBA	HRM	CGPA- 3.88	American International University- Bangladesh	Ongoing
BBA	MIS	CGPA- 3.48	American International University-Bangladesh	2018
HSC	Science	GPA- 3.70	Jessore Board	2013
SSC	Science	GPA- 4.31	Jessore Board	2011

Language proficiency:

Bengali: Native proficiency
English: Professional working proficiency

Achievement:

- Got **2nd prize** to participated in inter college "**Independence Essay Competition**"
- Got **3rd Prize** in Inter School "**Electricity Week Essay Competition**"
- Got **Best Volunteered Award** in "**MIS Day,2017** (Organized by the MIS Department in AIUB and Pickaboo.com) as an event Organizer"

Technical Skills:

Computer Skills: MS Office, Internet, Email & also able to type in **English** with the speed of **25-30 WPM** (95% accuracy) & **Bangla** with the speed of **10-15WPM** (95% accuracy)

Internship:

National Bank Limited

Duration: February 2018- May 2018

Key Responsibilities:

Activities of General Banking Department

- Top roof read all NBL employees 'information in the master MS Excel file.
- To input the salary and insurance account numbers of employees in a separate file.
- To check up insurance forms and in put the nominees of the employees and determine the number of health cards they will receive for their families.
- To go through employee file archive to sort out there signed files and then send them to concerned file archive.
- To communicate with various employees over phone upon any necessary situation arisen.
- To report daily update and progression of work to my supervisor.

Extra-Curricular Activities:

- **Member** in **The American Center**; Since:2014 and joining so much workshop.
- **Participated** in "**SAP Workshop**" to understand the fundamental operations of SAP and its modules.
- **Volunteered** in "**MIS Day,2017** (Organized by the **MIS Department in AIUB** and **Pickaboo.com**) as an event Organizer"
- **Volunteered** in "**AIUB BIZ TECH Challenge,2018** (Powered By ILDC)" as an Event Organizer
- **Volunteered** in "**AIUB BIZ TECH Challenge,2017** (Powered by Robi)" as an Event Organizer
- **Volunteered** in "MIS Day,2016(Organized by the **MIS Department in AIUB**)" as an event Organizer
- **Volunteer** in "**YSSE** (Youth School for Social Entrepreneurs)"
- **Participated** in a workshop named as "**CORPO ROUTE KEY-2**(Powered by Youth Voice of Bangladesh-YVB)"
- **Experienced** in Freelance Article Writing on various Online platform
- **Participated** in "**5th Bangladesh Chemistry Olympiad**"
- **Participated** in "**BAS Divisional Science Olympiad**"

References:

Danilo G. Morgia
 Director, IT Operations
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 Science & FBA Program
 American International University-
 Bangladesh
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Declaration & Authenticity:

I do hereby declare that the information given above is true of my knowledge.

Yours faithfully,

ASHIKUR RAHMAN

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(MD. ASHIKUR RAHMAN)

Date: April 4, 2019