

MD. SHOKRAN

Web: <http://shokran.mystrikingly.com>

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EXPERIENCE

- 10/18 - Present **Sr. Executive, HR and Operations**
SURF Consultants Limited (Financial & Corporate Consultancy)
- Conducting job analysis, recruitment process and orientation.
 - Conducting the total compensation process.
 - Taking initiatives to improve organizational culture.
 - Conducting performance management & arranging trainings.
 - Assisting Consultants in diversified assignments such as
 - Preparing project profiles, agreements, invoices, documents for various purposes and monitoring due diligence.
- Achievements**
Introduced Self- Criticism Session, Thank You Board, Reporting Formats, Etiquettes Learning Program & Incentive Plan. Recruited 18 personnel. Did diversified extra-roles.
- 04/17 – 09/18 **Officer, Brand and Communication**
Canadian University of Bangladesh
- Planning, budgeting and organizing promotional events.
 - Managing the vendors & arranging resources.
 - Managing brand promoters and other event staffs.
 - Managing relationships with Colleges and Coaching.
- Achievements**
Brought 5000+ visitors, admitted 40+ students. introduced BBA for ACCA Campaign, Captured 10 Colleges. 50+ events.
- 01/14 – 12/14 **Customer Manager**
Axiom Global Correspondence (Education Consultancy)
- Providing valuable information to the students.
 - Providing solutions to the Students' problems.
 - Assisting in developing and implementing promotional plans.
 - Training the brand promoters & managing activation programs.
- Achievements**
Counseled 50+ students a day. Developed branding collateral. Led 10K Calls Event & BRACU Job Fair Booth.
- 10/12 – 03/13 **Trainee, HR & Admin (Contractual)**
Bangladesh Taiwan Ceramic Industry Limited (Tiles Manufacturer)
- Advertising circulars, screening resumes & arranging interview.
 - Preparing and updating personnel files.
 - Maintaining attendance, leave and updating relevant register.
 - Collecting factory requisition & proceeding further.
- Achievements**
Extension of Contract due to good performance.

For more details, please visit at, <http://shokran.mystrikingly.com/>

EDUCATION

- 2018 – 2020 **North South University (NSU)**
Master of Business Administration (MBA)
Human Resource Management, **CGPA: 3.10/4**
- 2009 – 2013 **American International University- Bangladesh (AIUB)**
Bachelors of Business Administration (BBA)
Human Resource Management, **CGPA: 3.92/4**

TRAININGS

Professional	<ul style="list-style-type: none">⇒ World Class HR: 21st Century Talent Management, Udemy⇒ Recruiter Training- Hire Top Employees in 30 days, Udemy,⇒ How to Design and Deliver Training Programs - LinkedIn Learning,⇒ Operational Planning Guidelines and COVID-19 Partners Platform to support country preparedness and response by WHO.
On-The-Job & Academic	Strategic Recruitment, Compensation Planning, Performance Management, One to One Counseling, Public Speaking.

SKILLS & KNOWLEDGE

Computer	<ul style="list-style-type: none">✓ MS Office✓ Hardware
Language	<ul style="list-style-type: none">✓ English - Business Fluent (41/50 in British Council Aptis Test)✓ Bangla - Native✓ Hindi – Basic

ACHIEVEMENTS AND EXTRACURRICULAR

- ✓ Magna Cum Laude in Under Graduate
- ✓ Full Scholarship in Undergraduate Program
- ✓ **Former Cricket Player - List A, NCL, DPL, National U-19, Dhaka 1st Division. 11 Years in Dhaka League.**

PERSONAL INFORMATION

Father's Name	: Md. Iqbal Hossain (Late)
Mother's Name	: Afroza Begum
Date of Birth	: 9 December, 1991
Address	: 48, New Hajiganj, Narayanganj1400
Nationality	: Bangladeshi
Blood Group	: O Positive

REFERENCES

Will be provided if required.

Sincerely,

Md. Shokran