

## Md. Rakib Morshed

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### Career Summary:

- Completed **MBA in Finance & BBA in HRM from American International University-Bangladesh (AIUB)**, also involved in several extra-curricular & volunteer activities for personal & professional development.
- Intended to be a result-oriented professional driven by the desire to excel in business by utilizing new concepts, along with expertise in Human Resource Management (HRM), Recruitment & Selection, Admin, Compensation & Benefit, Training & Development, Strategic planning & execution.
- Established record of accomplishment of managing diversified academic assignments & project activities and Demonstrated Confirmed expertise in surpassing goals, attaining academic objectives, and exceeding expectations in the different competitive arenas.

### Career Objective:

- Leading the human resource in a methodical & organized way & establishing a collaborative working environment for the sustainable development of the company.

### Key Proficiencies:

- Organization & Administration
- Hiring & Recruiting
- Reporting & Documentation
- Policy Creation & Enforcement
- Training & Development
- Risk Assessment & Mitigation
- Strategic Planning
- Performance Management System
- Employee Development Planning
- Organizational Development

### Internship Experience:

1. **Organization Name:** SOCIAL ISLAMIC BANK LIMITED. (**Website:** [siblbd.com/](http://siblbd.com/))

**Designation:** Intern

**Duration:** From Oct'17 to Jan'18

### Job Responsibility:

- Assisted more than 40 customers per day by filling up different forms, regarding remittance, also ensuring compliance with Laws & Regulations, Regulatory requirements, internal policies, and SOP.
- Supported senior officers in evaluating various applications and their supporting documents.
- Communicated with customers, understood their needs & served them accordingly.
- Convinced the customers to open DPS, FDR & took credit cards & motivated them to use the app.



- Received hand on training about various important topics in general banking like risk grading.
- Learned proper methods of doing documentation that is needed in general banking.
- To provide support to the branch by providing general banking functions for servicing customers in accordance with the high standards of service quality of the bank.

#### Academic Qualification:

- Masters of Business Administration (MBA) in Finance (2020)  
American International University-Bangladesh (AIUB)  
CGPA: 3.67 (Out of 4.00)
- Bachelor of Business Administration (BBA) in HRM (2018)  
American International University-Bangladesh (AIUB).  
CGPA: 3.27 (Out of 4.00)
- Higher Secondary Certificate (HSC) in Business Studies (2013)  
New Government Degree College, Rajshahi.  
GPA: 4.00 (Out of 5.00)
- Secondary School Certificate (SSC) in Business Studies (2011)  
Rajshahi Collegiate School, Rajshahi.  
GPA: 4.63 (Out of 5.00)



#### Workshop/Training:

- Workshop on “Competency Framework” organized by American International University-Bangladesh (AIUB) in 2014.
- Workshop on “Corporate Etiquettes” organized by American International University-Bangladesh (AIUB) in 2014.

**Soft Skill:** Teamwork, convincing, inspiring, influencing, negotiation, leadership skill.

**Computer Skill:** Sound in Microsoft word, excel & PowerPoint presentation

**Language:** Fluent in Bangla and English.

#### References

1. Masum Reza Scriptwriter & playwriting  
**Phone:** (+88) 01708519125, **Email:** [masumreza63@yahoo.com](mailto:masumreza63@yahoo.com)
2. Abu Hussain Joney, Deputy Manager, RFL Group  
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**Signature:**