

KHONDOKER MESBHA UL HUDA

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Skype ID : khondoker_mesbha
Age : 23.3 Years (06-08-1994)
NID Number : 19961592828000524
Blood Group : AB+
Father's Name : Khondoker Aynul Huda
Mother's Name : Farzana Akter
Mailing Address: 41/1 "M BIT Z" Centre, Level 7/ A-1, 2, Opposite Side of Baitul Mukarram National Mosque,
Palton, Motijheel, Dhaka-1000.



Career Objective:

To assure a position as a **HR professional** to develop and implement **HR policies**, procedures and practices to make the organization profitable and efficient, through understanding the over all business process I have gain knowledge about different sections and how to govern whole organization's **HR Administration** activities specifically.

Area of Interest:

HRM ,Training & Development, KPI,HRIS, Core Administration, Documentation, Business Development, Digital Communication, Corporate Sales, Sales & Marketing.

Personal Attributes:

- Strong perception
- Excellent analytical skills
- Strong leadership and patience full skills
- 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 perception
- Ability to manage time and priorities workload to ensure efficient delivery of task

Academic Qualification:

Exam Title	Major	Result	Institute/Board	Passing Year	Duration
MBA	HRM	3.43	AIUB, Dhaka	2020	1.5 Years
BBA	Marketing	2.99	AIUB, Dhaka	2017	4 Years
HSC	Business Studies	GPA 4.40	Chittagong Board	2013	2 Years
SSC	Business Studies	GPA 5.00	Chittagong Board	2011	2 Years

Professional Certification:

- **PGD** in **HRM** from **Bangladesh Institute of Management (BIM)**, Dhaka

Soft Skills:

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

Training/Workshop Summary:

- **News Presentation** course from **Jobs A1** for **Two Months**.
- Workshop on **Tax Calculation** from **Salary** .

Internship:**RahimAfrooz Energy Services Limited**

Location : Tejgaon, Dhaka

Department : Hr & QMS , Marketing

Duration : **June 2018 to September 2018****Key Responsibilities:**

1. Employee database and reference log maintaining.
2. Employee management and built a good relation.
3. Overtime calculation.
4. Eid bonus and other bonus calculation.
5. Appointment letters, Release letters, Resignation letters.
6. Employee Recruitment.
7. Clients management and communication.
8. Printing, Screening and others officials activities.

Extra-Curricular Activities:

- I like games and sports.
- I was attended many programs and events also.
- Performed the leading role in several cultural programs.
- Aquascaping (Freshwater & Marine)

Language Proficiency:

Bengali: Native proficiency

English: Professional working proficiency

References:**Name:** STANLEY RODRICK**Designation:** Assistant Professor,
Department of Marketing Faculty of Business
Administration**Organization:** American International
University-Bangladesh (AIUB)**Address:** Faculty Room # 41039, Level# 1,
Annex# 4, Ka-66/1, Kuratoli Road, Kuril,
Khilkhet, Dhaka 1229, Bangladesh**Mobile:** +8801673156395**E-mail:** stanley@aiub.edu**Relation:** Academic**Name:** MD.SHAFIQUR RAHMAN**Designation:** General Manager -
Marketing**Organization:** Magnus Power Pvt. Ltd**Address:** : House#118, Level 2&3
Road#2, Block# A, Dhaka 1212,
Bangladesh**Mobile:** +8801756704400**E-mail:**marketing.bd@magnuspower.com**Relation:** Professional**Declaration & Authenticity:**

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

Yours faithfully,

Khondoker Mesbha.....
(KHONDOKER MESBHA UL HUDA)

Date:05/05/2020