

Resume



Masud-Bin-Kader
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Career Objective

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

Professional Experiences

I. **Executive, HR-** Bashundhara Group (July 2022- Present)

Job Responsibilities:

- Conductive Whole Recruitment Process.
- Prepare Offer letter & Appointment letters for selected candidates after verbal negotiation.
- Record and monitor attendance and absenteeism through MS excel.
- Prepare Job descriptions of different positions required by Unit heads and post it online/offline.
- Prepare Office order for any new rules or law instructed by the Management.
- Other related work instructed by Hon'ble Director, Bashundhara Group

II. **Junior Officer-** Prime Bank Ltd (March, 2017-July 2022)

Job Responsibilities:

- To ensure the attendance sheet is properly maintained along with the designated task sheet is signed as per curriculum.
- Preparing Report of High-risk cash transactions of Branch to Bangladesh Bank.
- Maintaining Stamp register with proper updated demand flow.
- Providing Basic IT support among the branch premises.
- To ensure the daily Transaction list, cheque book register, debit card register is maintained.
- To ensure cash transactions are running through proper guideline given by Bangladesh Bank.

III. **HR Intern-**SGS Bangladesh (September,2016 – December,2016)

Job Responsibilities:

- Responsible for updating the excel sheet of new recruits.
- Contacting new applicants for scheduling interviews.
- Assist for preparing the interview program.
- Assessing new applicants the company overview.

Co-curricular Activities

- Engaged to many social foundation like "JAAGO", "Banasree Brothers Union" etc.
- Former Executive Member of AIUB Photography Club.
- Team Leader in "Club B3" motorcycle club.
- Partner of "Ride Advantage" service workshop.

Education & Academic Background

Degree	Institute	Concentration	Result	Year
Masters of Business Administration (MBA)	University of Dhaka	Management	3.00/4.00	2020
Bachelor of Business Administration (BBA)	American International University-Bangladesh	Human Resource Management	3.08/4.00	2016
Higher Secondary School Certificate (HSC)	Cambrian College	Science	4.60/5.00	2012
Secondary School Certificate (SSC)	Willes Little Flower School & College	Science	4.56/5.00	2010

Computer Skills

- Prompt knowledge about Microsoft Office (Word, PowerPoint, Excel)
- Basic skills about Hardware maintenance, Computer assembling.

Key Skills & Proficiencies

- Proficiency in maintaining relationship with colleagues, Customers
- Aspiration to build a career with superior performance
- Thriving to achieve goals.
- Modifiable in both independent and team work environments.

Language Proficiencies

- Substantial communication capabilities in Bengali and English language both verbal and writing.

Communication Skills

- Established with good interpersonal and communication skill.
- Advanced knowledge about current affairs.
- Possess effective presentation (multimedia oral) Skills.

References

Tasnuva Farin
Human Resource Manager
Dependable Solutions Inc.
El Segundo, CA 90245, United States
Contact-01726397669

Salma Rahim Haque
Director
Rahim Steel
Address- 29/10, K. M. Das
Lane Tikatuli
Dhaka, Bangladesh - 1203
Contact-01712272447

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this resume describes my education experience and activities correctly. If I be bestowed with any employment, I will try to render my service to the fullest extent