



Arafat Quadir

BBA in HRM

Objective

To get an entry level job in any renowned organization, especially in HR department, where I can utilize my academic knowledge and grow rapidly with increasing responsibilities.

Education

Post Graduate Diploma in Human Resource Management
Institute of Continuing Education
Passing Year:2020

Bachelor of Business Administration (BBA)
Human Resource Management
American International University, Bangladesh
Passing Year: 2019
3.04 out of 4.00

Higher Secondary Certificate (HSC)
Dhaka Board
Business Studies
Passing Year: 2015
3.96 out of 5.00

Secondary School Certificate (SSC)
Dhaka Board
Science
Passing Year: 2013
3.69 out of 5.00

Internship

Abdul Monem Limited
Duration: 06 Months

Responsibilities:

- General HR Operation
- Recruitment & Selection
- Administration Management

Part-Time Experience

- Working as a private tutor of **Business Studies** Subjects for 2 HSC level Students

Contact Info

- ❖ +880 1760499966
- ❖ arafaat.quadir@gmail.com
- ❖ www.linkedin.com/in/arafatquadir/
- ❖ House No. 64, Shantinagar, Dhaka 1217

Skills

- Communication
- Team Player
- Decision Making
- Presentation
- Time Management
- Organization
- Creativity & Imagination
- Negotiation
- Digital Marketing

Interest

- Reading Novel
- Technology
- Networking

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Computer

- Word: Good
- Excel: Excellent
- Power Point: Excellent

Language

- Bengali - Proficient
- English – Proficient

Reference

Shaikh Abidur Rahman

General Manager
Head of Lease & Credit
Eicher Business
Rangs Motors Limited

+880 1993338056

Siraj Uddin Chowdhury Rubel

Manager, HR
Abdul Monem Limited

+880 1715081055

siraj.humanresource@gmail.com

Extra-Curricular Activities

- Organized a picnic in university for around 100 students
- Volunteer at college programs
- Participated in BIZ-TECH Challenge 2017 Powered by ROBI Axiata Ltd. in AIUB
- Took Part in many poster competition and seminar.
- Member of AIUB Performing Arts Club-APAC (Organizer & Photographer)

Training & Workshop

- **Communication Skill**
By HR Perception
Duration: 01 Day
Year: 2020
- **Time Management**
By HR Perception
Duration: 01 Day
Year: 2020

Personal Info

Father	: Mahfuzar Rahim Mahfuz
Mother	: Elizabeth Haque
Birth	: 29 th December, 1995
Gender	: Male
Marital Status	: Single
Religion	: Islam
Nationality	: Bangladeshi
NID	: 915 499 2110

Declaration

I, Arafat Quadir, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date: 26/11/2020

Arafat Quadir