



Md. Rasiduzzaman Masum

Contact



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Nikunja-2, Khilkhet
Dhaka-1229

Skills

➤ Technical

E-Mailing

MS-Word

MS-Excel

Power Point

Career Profile

To use my academic merits, technical skills to work as part of a dynamic team where there is an opportunity to make significant contribution along with developing personal skills and build career in the field of work.

Professional Experience

Position : **HR Associate** (May 26th,2018 – April 30th, 2019)

Organization : Evercare Hospital, Dhaka (Former Apollo Hospitals, Dhaka)

Location : Plot # 81, Block # E, Bashundhara R/A, Dhaka-1229,
Bangladesh

Responsibilities :

- Coordinate and Assist in Recruitment Operational Activities.
- Keep appropriate record of employees through ERP software.
- Updating employee's personal files as per JCI requirements.
- Prepare Confirmation Letter & six months Evaluation Form.
- Primary sourcing of CV'S against specified job specification along with reference checking.
- Assist in CV sourcing for selection, maintain CV bank and communicate with candidates.
- Prepare Interview Rating Sheet
- Explain potentials employees the joining procedures and formalities of paperwork.
- Guide new joiners for pre-employment medical examination of selected candidates.
- To check employee's insurance papers.
- To fulfill other HR & Admin related responsibilities.

Company : Janata Bank Limited

Designation : Intern (3 months)

Responsibilities:

- Providing customers with information to open a bank account.
- Keep record of missing papers at Outward Mail Register.
- Separation of Debit & Credit Voucher.

Educational Qualification...

Master of Business Administration

Institution : Independent University, Bangladesh (IUB)
Major : Human Resource Management
Result : 3.33 (Continuing)

Bachelor of Business Administration (2016)

Institution : American International University-Bangladesh (AIUB)
Major : Human Resource Management
CGPA : 3.39 Out of (4.00)

Higher Secondary School Certificate Examination (2011)

Institution : Sirajganj Govt College
Group : Business Studies
Result : 4.80 Out of (5.00)

Secondary School Certificate Examination (2009)

Institution : Sabuj Kanan High School
Group : Business Studies
Result : 5.00 Out of (5.00)

Professional Qualification

Course : **Post Graduation Diploma –PGD (HRM)**
Institute : Bangladesh Institute of Management Studies (BiMS)

References



Aytun Nahar
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Md. Moshfiqur Rahman
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Human Resources
Evercare Hospitals, Dhaka
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Training

Organization: MY Outsourcing Limited
Title: "Mastering Customer Service"

Languages

Bangla – Fluent
English - Fluent

Interests

- Watching Movies
- Travelling
- Web savvy

Social Networking



<https://www.facebook.com/md.rasiduzzaman.5>



<https://www.linkedin.com/in/md-rasiduzzaman-masum-090b44152/>