

Md. Ahsanul Kabir

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CAREER OBJECTIVE

Keen to achieve further professional development and build on an extensive range of technical skills with a suitable challenging role which will make best use of existing skills while enabling further personal and professional development.

EDUCATIONAL - QUALIFICATIONS

Degree/Level of Examination	Institution	Field of study/Major	Year	Result
Masters of Business Administration (MBA)	American International University, Bangladesh	1 st Major - Human Resource Management	2019	CGPA- 3.81 Out of 4.00
Bachelor of Business Administration (BBA)	American International University, Bangladesh	1 st Major -Economics, 2 nd Major - Human Resource Management	2018	CGPA- 3.71 Out of 4.00
Higher Secondary Certificate (H.S.C)	University Laboratory College, Dhaka	Science	2014	GPA- 4.50 Out of 5.00
Secondary School Certificate (S.S.C)	Govt. Science College Attached High School, Dhaka	Science	2012	GPA- 4.94 Out of 5.00

EMPLOYMENT HISTORY:

Executive (June 1, 2018 – December 9, 2019)

The Italian Kitchen (HR Operation & Customer relationship management)

Duties/Responsibilities:

1. General HR activities (Interview Coordination i.e. giving call to the candidates, facilitate interviews.)
2. Carry out the recruitment & selection process.
3. Assist in employee database management, personnel file management,
4. Assist in employee relations and employee engagement.
5. Maintain and update different records like leave, attendance, meal, personal files and other records.
6. Communicate with the foreign Customers about food items and receiving their food orders.
7. Handle the foreign Customers Complain and their inquire about food items.
8. Monitoring the Production & food quality.
9. Daily Sales Entry in the Excel Sheet.
10. Maintaining the customer Data Base.

INTERNSHIP

Apex Footwear Ltd (HR Department) (December, 2017 – May, 2018)

Duties/Responsibilities

- Interview Coordination i.e. giving call to the candidates, facilitate interviews.
- Exam monitoring of the candidates.
- Sorting, screening & communicating potential candidates for recruitment process.
- Communicate with store to inform about office order.
- Assist in Employee File Management.
- Assist in Training Coordination.
- Check the answer scripts of Trainees.
- Assist in Leave Management.
- Assist in Performance Appraisal.
- Assist in Prepare HR related letters.
- Assist in Prepare Organization all departments Organogram.
- Data input into IFS. (Leave Entry).
- Organizing various employee engagement activities, cultural programs & corporate events.
- Maintain day to day HR activities.

EXTRA-CURRICULAR ACTIVITIES

- Member of the American Center U.S. Embassy in Bangladesh.
- Took part in corporate etiquettes seminar
- Prepared several reports, projects and posters for promoting new brands and business ideas for course purpose.

KEY COMPETENCIES

- Time Management Skills
- Tolerant and flexible to different situations.
- Knowledge about doing administrative tasks
- I am confident and have 'Can Do' attitudes
- Have good computer skills in Microsoft Office (Word, Excel, PowerPoint)
- Fast Typing and Data entry skill
- Have a superior command in online communication and using internet
- Have good language skills both Bangla & English (Reading, Writing, listening & Speaking)
- Have good leadership & communication skills and good team player
- Have good presentation skills
- Ability to understand complex situations and learn from the situations

CERTIFICATES – REPORTS – BUSINESS PLAN

- Have a certificate for participating in the **Public Speaking Competition** organized by AIUB Oratory Club
- Have a certificate for participating in the **debate competition** for the course of Global Trade
- Have a certificate for participating in the **competency framework** in HR Today & Tomorrow organized by Department of Management & HR
- Have a certificate for participating in the **Corpo - Route Key-2 seminar** organized by Youth Voice of Bangladesh
- Have a certificate for participating in the **CV writing & Corporate Etiquettes** in HR Today & Tomorrow organized by Department of Management & HR
- Prepared a Business Plan on **Smart Transport** for the course of Entrepreneurship Development
- Prepared a report on **Biman Bangladesh Airlines Strategic Evaluation** for the course of Strategic Management
- Prepared a report on an assessment of **Customer Satisfaction on ATM Services** in Bangladesh for the course of Research Methodology

PERSONAL INTERESTS

- Research.
- Reading (Ancient History, Business Article etc.)
- Traveling (Historical Places, Tourist Areas, visiting new places)

PERSONAL INFORMATION

Father's Name : Md. Humayoun Kabir Sarker
Mother's Name : Afroza kabir Yesmin
DOB : 25 January, 1997
Religion : Muslim
Gender : Male
Marital Status : Single
Blood Group : A (+) Positive
NID No. : 735 194 3761
Permanent Address : 214/A/5 Tejkunipara,Tejgaon,Dhaka-1215

REFERENCE

Md. Humayoun Kabir Sarker

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Lutfun Nahar Joya

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