

SHAKAWAT HOSSIN

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CAREER OBJECTIVE

To be part of reputed company or organization which provides a steady career growth along with work satisfaction, challenges and give value contribution to the success of organization.

EXPERIENCE

Grand Bistro

Human Resource Manager

June 2023 – Till Now

Responsibilities:

- Create hiring plans for front-of-the-house and back-of-the-house staff.
- Promote open roles using online and print job ads.
- Screen, interview and evaluate candidates.
- Prepare job offers and employment contracts.
- Calculate payroll considering overtime, holidays and evening shifts.

Akij Group

Internship

March 2023 - June 2023

Responsibilities:

- Manage the full employee lifecycle, including recruitment, onboarding, performance management, and offboarding processes.
- Collaborate with department heads to identify training needs and design training programs to enhance employee skills and knowledge.
- Maintain accurate and up-to-date HR records and databases.
- Prepare and analyze HR metrics and reports to support strategic decision-making.
- Participate in organizational development initiatives to promote employee engagement and growth.

Al-Arafah Islami Bank Limited

October 2020 - December 2020

Internship

Responsibilities:

- Worked as a Bangladesh Bank dashboard entry related activities.
- Assisted foreign exchange file entry related tasks.
- Learned how to approach the customers and solve problems.

ACADEMIC QUALIFICATIONS

Master of Business Administration (MBA)

Major: Human Resource Management (HRM)

University: American International University Bangladesh

Passing year: 2023

Result: CGPA 3.47 out of 4.00

Bachelor of Business Administration (BBA)

Major: Accounting & Finance

University: American International University Bangladesh

Passing Year: 2021

Result: CGPA 3.58 out of 4.00

Higher Secondary Certificate (HSC)

Area of Study: Business Studies

Institution: Adamjee Cantonment College.

Board: Dhaka Passing Year: 2016

Result: GPA 4.75 out of 5.00

Secondary School Certificate (SSC)

Area of Study: Business Studies

Institution: Shaheed Ramiz Uddin Cantonment School

Passing Year: 2014

Result: GPA 4.81 out of 5.00

EXTRA-CURRICULAR ACTIVITIES

- Participated in Strategic Management Case study analysis and presentation
- Student Volunteer Work at AIUB Auditorium
- AIUB Business plan competition
- AIUB Business WEEK
- Participated online course based on Leadership and achieved certificate

KEY SKILLS

- Working effectively within a team to accomplish key objectives.
- Excellent presentation and negotiation skills
- Speaking in public, to groups, or via electronic media.
- Ability to prioritize workloads in the face of deadlines.
- Good at time management, leadership skill and able work in a team.

LANGUAGE & COMPUTER SKILLS

Mother tongue- Bengali. Fluent in Bengali and full working knowledge in English.

Computer Skills:

- Advanced knowledge of Microsoft Office in, particular, teams, Word, Excel, Spreadsheets, PowerPoint, and Outlook.
- Proficient user of Excel and entry-level ability in SPSS; used both for collating and analyzing data.

PERSONAL DETAILS

Date of Birth: March 13, 1997

National ID No: 8263848312

Place of Birth: Gazipur

REFERENCES

Mohammad Shofiqul Islam

Chairman

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