



MD. TAUHIDUL ISLAM AL-NAHIAN

CONTACT

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- 206/6,G,Bashundhara R/A

SKILLS

- MS Excel
- MS Word
- MS PowerPoint
- Conflict Management
- Leadership
- Content Writing
- Team Work

LANGUAGES

- English (Fluent)
- Bangla (Proficient)

EDUCATION

- 2019-2024**
AMERICAN INTERNATIONAL UNIVERSITY - BANGLADESH
Bachelor of Business Administration (3.35)
- 2016-2018**
CANTONMENT PUBLIC SCHOOL AND COLLEGE LALMONIRHAT
Higher Secondary Certificate (3.57)
- 2014-2016**
BANI NAGAR HIGH SCHOOL
Secondary School Certificate (4.56)

PERSONAL PROFILE

A dedicated volunteer and leader with experience since 2015, I have contributed to both paid and unpaid roles with commitment and reliability. Currently, as an HR intern at SGS Bangladesh Ltd., I am gaining hands-on experience in recruitment, onboarding, HR administration, and managing HR databases while supporting employee engagement activities. Known for my quick learning, teamwork, and strong communication skills.

EXPERIENCE

HUMAN RESOURCES INTERN

SGS Bangladesh Limited (October 2024- December 2024)

- Gained hands-on experience in recruitment, employee onboarding, and HR administration.
- Developed skills in managing HR databases and supporting employee engagement activities.
- Learned to work effectively within a team and understand corporate HR policies and practices.

EXTRTA CURRICULAR ACTIVITIES

GENERAL SECRETARY

AIUB Social Welfare Club - Shomoy (2022-2024)

FEATURE WRITER

Shishu Kishor Mela Magazine (2019-2021)

TRESURER

Rotaract Club of Dhaka Uptown (2021-2022)

FOUNDER

Association For Social Service and Development (2017-Now)

CERTIFICATION

- Master at Project Management 1.0
- Effective Leadership
- Mastering at Talent Management
- Excel For HR Professionals
- Business Plan Exhibition

PROJECTS

- Distribution Coordinator, Winter Project (2018-Now)
- Initiator, Less Hunger (2021-2022)
- Organizer, Winter Clothing Drive (2019-Now)
- Organizer, Eid Gift Distribution (2019-Now)

HOBBIES

- Watching Football
- Writing
- Music

REFERENCE

DR. MD. Aftab Anwar
Associate Professor, Department
Head, Department of HRM &
Management
American International University -
Bangladesh.
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