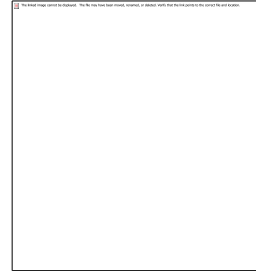


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **November 7, 2016**

ASHIQUE RAHMAN

Address: Shuniloy,166/3/1, Flat-4C, East Ulon, Rampura Road, Dhaka-1219
Home Phone: 01715831155
Office Phone :9850635,9850638Ext:112
Mobile : 01911-662653
email:ashique06@gmail.com



Career Objective:

"To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people"

Career Summary:

Innovative, result-oriented and goal-focused personality with professional experience. Demonstrated ability to achieve targeted goals, meets budgets and excels in challenging situations. Capable of creative problem solving, utilization of critical thinking skills, and effective communication expertise. Successfully answer all internal and external inquiries while consistently focusing on strategic goals of organization.

Special Qualification:

Human Resource Management,
Administration,
Secretariat,
Corporate Media & Brand Communication.

Employment History:

Total Year of Experience : 8.2 Year(s)

1. Officer, Board Secretariat (October 1, 2013 - Continuing)

Trust Bank Limited

Company Location : Shadhinata Tower, Level-9, Bir Sreshta Shaheed Jahangir Gate, Dhaka
Cantonment, Dhaka-1206
Department: Board Division

Duties/Responsibilities:

Ensuring Preparation & Delivery of Meeting Files to the Respective Director(s), Arrangement of Meeting Location and Logistic Supports, Board Directorate Appointment / Resignation / Change - File Processing, Circulation, Deceleration and Press Releases, Engage with the Function Related to AGM / EGM, Maintaining Liaison & Correspondence with - Bangladesh Bank, All Other Commercial Banks & Financial Institutions, RJSC, NBR, BSEC, DSE & CSE, DCCI, IBB, BIBM, BAB, and Related Legal and Corporate Authorities, Travel & Transport Management for Board of Directors, etc.

2. Manager, Administration & HR (December 1, 2009 - September 23, 2013)

Excel Communications Ltd.

Company Location : House: 62 (3rd Floor), Road: 03, Block: B, Niketon, Gulshan, Dhaka-1212
 Department: Administration & HRD

Duties/Responsibilities:

Provide Administrative & Logistical Support with Proper Supervision, Employee Recruitment, Employee Retention Activities, Employee Motivation, Team Building, Compensation & Employee Relation, Leave Records & Management, Organizing & Planning, Provide Organization Effectiveness, Other Administrative & Procurement Related Activities, etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.B.A.	Human Resource Management	University of Information Technology & Science	CGPA:3.88 out of 4	2013	1 Year
B.B.A.	Business Administration	Limkokwing University of Creative Technology, Malaysia [Foreign Institute]	CGPA:3.97 out of 4	2011	4 Years
HSC	Science	Jalalabad Cantonment Public School & College, Sylhet.	CGPA:3.9 out of 5	2006	-
SSC	Science	The Aided High School, Sylhet	CGPA:4 out of 5	2004	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Introducing World Class CSR	What is CSR? The differing views in Bangladesh, ISO26000 an International Guidance Standard for SR, Principles of ISO 26000, Use of ISO 26000, Seven Core Subjects of CSR, CSR reduces risks, CSR Delivers Business Benefits, Communication in Place of Conflict.	DCCI & Reed Consulting (BD) Ltd. (Sponsored by GIZ)	Bangladesh	Dhaka	2011	Day Long
International Training on Supply Chain Management	A Comprehensive Understanding About Competitive Supply Chain Management, Learn How to	International Supply Chain Education Alliance (ISCEA) & Prothom-alojobs.com	Bangladesh	Dhaka	2010	2 Days

	Achieve Strategic fit in the Supply Chain of Any Industry, Brief Exposure to A Global Supply Chain, Exposure to Supply Chain Best Practices from Six Unique Industries that Operates in Bangladesh					
Modern Concepts of HR	HRM in the New Millennium, The Changing Role & Environment of HRM, Strategic Partnership, Strategic Alignment of Departments, Human Capital Management, Knowledge Management, Succession Planning, Talent Management, Employee Championship, Cost-Benefit Analysis, Global HR Trends, etc.	Bdjobs.com Ltd.	Bangladesh	Dhaka	2010	Day Long
Implementing Performance Management	Job Description, Setting SMART Objective, Key Performance Indicator, Performance Appraisal Process, Competency Framework, Creating Feedback Culture, Performance Log, Rating People, 360 Degree Feedback, Linking Pay with Performance, Praise & Criticism, Handling Difficult Messages.	Prothom-alojobs.com	Dhaka	Bangladesh	2010	Day Long
Talent Management &	War for Talent – Current Issues &	Prothom-alojobs.com	Bangladesh	Dhaka	2010	Day Long

Retention	Challenges, Talent Management Framework, Performance Potential Matrix, Key Consideration for Identification of Talent, Role of Management Team & HR, Talent Insights & Feedback, Development Intervention, Accelerate Development Process & Alignment with Succession Plan					
Be A High-powered Professional Manager: MBO & Decision Making	Professionalism & The Competitive Business Environment, Professional Role of Modern Manager, Focus on- Knowledge, Skills, Discipline & Leadership, Man Management & Maximizing Productivity, The Power of Team Work, Managing for Results - The MBO Way, Forward Planning & Organization, POMAR.	Bdjobs.com Ltd.	Bangladesh	Dhaka	2010	Day Long
Leadership Strategies for 21st Century Managers	Building The Culture, Planning & Prioritizing Day-to-Day Activities, Envisioning The Future, Influencing The Performance of Others, Applying Situational Leadership, Boost Creativity & Improve Communication, Solve Problems & Make Decisions, Leadership	Prothom-alojobs.com	Bangladesh	Dhaka	2010	Day Long

	Techniques, Motivating The Workforce.					
Human Resource Information System (HRIS)	Basics of HRIS, Organization Structure & Administration in HRMIS, Mobility The Input, Throughput & Output in Workforce, Elements of Compensation & Benefits, Benefit Policy of An Organization, Employability – Supports & Elements, Development of Entire Workforce, Relationship Management.	Prothom-alojobs.com	Bangladesh	Dhaka	2010	Day Long

Professional Qualification:

Certification	Institute	Location	From	To
Postgraduate Diploma in Human Resource Management (PGDHRM)	Bangladesh Institute of Management Studies (BiMS), Awarded By: ABP-UK	Bangladesh	June 1, 2011	April 30, 2012

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 30,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, HR/Org. Development
Preferred District	: Dhaka
Preferred Country	: India, Italy, Sweden, Turkey, United Kingdom, United States, Australia, Canada, Spain, Switzerland
Preferred Organization Types	: Banks, Telecommunication, Development Agency, Multinational Companies, Public Relation Companies, Embassies/Foreign Consulate, Airline

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • HRIS • Share Department/Company Secretariat • Secretary • Banks & Financial • Administration • Human Resources

- Training & Development

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High

Personal Details :

Father's Name : Late A.S.M. Mashihur Rahman
 Mother's Name : Taslima Begum
 Date of Birth : April 26, 1989
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Muslim
 Permanent Address : Vill:Shinghopara, P.O: Kola, P.S: Sreenagar, Dist: Munshiganj
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Khaled Mahbub Morshed, FCA	Md. Atique Ullah Majumder
Organization	: Trust Bank Limited	Asia Insurance Limited
Designation	: Executive Vice President, Company Secretary & CFO	Executive Vice President & Company Secretary
Address	: Shadhinata Tower, Level-9, Bir Sreshta Shaheed Jahangir Gate, Dhaka Cantonment, Dhaka-1206	T.K. Bhaban (7th Floor), 13 Karwan Bazar, Dhaka-1215, Bangladesh
Phone (Off.)	: 88-02-9850635, 9850638 Ext: 150	88-02- 8141033-4, 9131222, 9137244
Phone (Res.)	:	-
Mobile	: 88-01713060176	88-01711890048
EMail	: kmmorshed@gmail.com	bapeeatique@gmail.com
Relation	: Professional	Professional