

Mahbub Shahriyar

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Career Objective

Seeking a job in the Human Resource Department, most preferably as an HR Executive where I can work really hard with dedication according to the organizational requirements. I have earned both BBA and MBA Degree with specialization in HRM from a reputed University with good grades and I also have good Accounting, Record keeping and Excel skills alongside Managerial skills which can act as a good supplement for HRM.

Work Experience

1. Position: HR-Officer

Workplace/Client: LafargeHolcim Bangladesh Ltd.

Company: Frontdesk Bangladesh Ltd.

Duration: March 01, 2020 – March 31, 2020 (1 Month)

Responsibilities:

- Update entries for daily “Personnel on Board” (POB) headcounts in order to maintain TARP for organizational critical situation like Coronavirus.
- Collect Tracking file from online database and update the file in the system.
- Update entries to maintain daily attendances and leaves of employees.
- Making entries and keeping records for Tax Receipts of Employees.
- Maintaining Health Insurance Claims and sending those for Verification.
- Maintaining employees’ Data Sheet and maintaining employee records.

2. Position: Intern

Company: LafargeHolcim Bangladesh Ltd.

Duration: September 01, 2019 – February 29, 2020 (6 Months)

Responsibilities:

- Supporting in Recruitment and Selection.
- CV Screening of Candidates.
- Making entries and keeping records for Tax Receipts of Employees.
- Maintaining Health Insurance Claims and sending those for Verification.
- Preparing Candidates Summary.
- Preparing Presentation Slides for on-boarding new employees.
- Making Interview Phone Call, Preparing Interview Schedule and coordinating Interview Session.
- Supporting the Pre-Joining Process of new employees. (Preparing forms, ID Cards and necessary documents)
- Supporting the Post-Joining Process of new employees. (Checking Documents and Certificates, filing those documents and coordinating Induction)
- Assisting seniors for Data Management.

- Maintaining employees' Data Sheet and maintaining employee records.
- File sorting of all employees and preparing employee files.
- Prepared a promotional video for "World Heart Day".

Education

2021-2022	Master of Business Administration Majors: Human Resource Management CGPA: 3.38 (Out of 4) BRAC University
2015-2019	Bachelor of Business Administration Majors: Human Resource Management and Accounting (Double Major) CGPA: 3.20 (Out of 4) BRAC University
2014	HSC from Rajuk Uttara Model College, Business Studies Result: GPA 5
2012	SSC from Rajuk Uttara Model College, Business Studies Result: GPA 5 (in all subjects)

Achievements and Participations

- Stayed in BRAC University Training and Resource Centre (May-August 2015).
- Volunteered in "BRAC University National Career Fair-2019" (2019).
- Certificate of "Know the country and culture" from BRAC University (2015).
- Volunteered events and daily school activities as a 'Lance Corporal' for 2 years while in Rajuk Uttara Model College (2010-2012).

Skills

Data analysis	MS-Office	Record Keeping	Negotiations	Leadership
Online database	Data Visualizations	Teamwork	Goal-oriented	Self- motivated
Software	Communication	Problem solving	Flexible	Time management
MS-Excel	File Management	Active listening	Persuasion	Work under
MS-PowerPoint	Attention to details			pressure

Languages

Proficient in English, Bangla and Hindi.

Hobbies and Interests

Writing, Exercise, Running, Football, Cricket and Singing.

References

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