

## Curriculum Vitae

### Mahabub Rahman

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| Career Objective        | Pursue a challenging career in dynamic organizations where there will be opportunities to apply all my knowledge and skills for professional career development as well as enhancing my own abilities, while meeting the organization's goals & objectives. Looking into the big picture- I want to contribute to the society as well.  |   |
| Area of Expertise       | <ul style="list-style-type: none"> <li>▪ Full Recruitment Cycle (Domestic / International).</li> <li>▪ Talent Mapping.</li> <li>▪ Succession Planning.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Relationship Management.</li> <li>▪ Performance Management.</li> <li>▪ Training &amp; Development</li> </ul> |
| Professional Experience | <p><b>Gildan Activewear Bangladesh Limited.( A Canadian base MNC) [Apr. 01,2016 to till]</b><br/> <b>Position:</b> Supervisor, Talent Acquisition &amp; Organizational Development.<br/> <b><u>Duties &amp; Responsibilities:</u></b></p> <p>► <b><u>Recruitment:</u></b></p> <ol style="list-style-type: none"> <li>1) Assist recruitment and selection process including job advertisement, screening resume, conduction preliminary test, organize interview session, Joining &amp; Orientation of new recruit etc.</li> <li>2) Complete recruitment solution through CV sourcing, CV sorting, CV screening and assessment.</li> <li>3) Prepare Intelligence report on CV based on the Concern Department Head requirement.</li> <li>4) Prepare case study and set of questionnaires for internal and external recruitment.</li> <li>5) Individual tale-assessment of candidate through interview.</li> <li>6) Arranged assessment schedule for the candidates before sending to the Concern Department Head.</li> <li>7) Sent the qualified candidates profile to the Concern Department Head for finalize best fit.</li> </ol> <p>► <b><u>Training and Development:</u></b></p> <ol style="list-style-type: none"> <li>1) Preparing training budget.</li> <li>2) Maintain relationship with different training institutes and trainers.</li> <li>3) Develop and Manage training program.</li> <li>4) Training logistics management.</li> <li>5) Record and documentation of trainings.</li> <li>6) Venue analysis and inspection.</li> </ol> <p>► <b><u>Organization Development:</u></b></p> <ol style="list-style-type: none"> <li>1) Ensure the implementation of the Recognitions programs established by HR dept.</li> <li>2) Ensure the implementation of the HR programs as in the yearly plan.</li> <li>3) Regularly arrange the celebrations of Birthdays of the staffs.</li> </ol> |   |

## Professional Experience

### ► Communication:

- 1) Be responsible for the Internal Communication process (Internal and external announcement, bulletin board, Gildan TV, \*Dhaka e-mail etc.).
- 2) Prepare and execute the Communication video on Gildan TV upon a definite schedule.
- 3) Create a system so that communication on Gildan TV is implemented well.

### ► CSR Activities:

- 1) Provide full support to HR General Manager in implementing CRS activities.
- 2) Prepare the community engagement reports and send it to the HR General Manager.

### **NZ Group (Local Group of Company) [December 1, 2015 - March 31, 2016]**

Position: Sr. Executive HRD. (Corporate office)

#### **Duties/Responsibilities:**

I am responsible for performing a variety of duties to support the Human Resource Division function of Head office; coordinating work with recruitment team which the following are illustrative-

- Worked for entire MTO recruitment process.
- CV data entry.
- Manages and sorts the CV and applications for jobs received by the HR Division.
- Complete CV screening.
- Creation of Database of the interview candidates.
- Calling candidates for interview.
- Input selected candidates name in NZ Group Bank HRD CV Bank.
- Preparation of interview documents.
- Coordinating the interview.
- Calling selected candidates for joining & provide them all the necessary information.
- Prepare joining packages for newly recruited employees.
- Coordinate Joining of the selected candidates.
- Checking the documents of the personal file.
- Creating the personal files.

### **Graphics Home. (Local Group of Company) [June 1, 2012 - November 30, 2015]**

Position: Asst. Executive to Executive HRD (Corporate office)

#### **Duties/Responsibilities:**

- I have to manage all staffs attendance and ensure that staffs are coming to the office in time and follow and report any absenteeism.
- I have to prepare & communicate job advertisement and arrange for publication in newspaper/job site/ notice board.
- I have to manage and coordinate interview process.
- I have to document verification and Pre-appointment medical check-up.
- I have to Conduct orientation program and ensure successful placement of employees with all documents and joining kits and formalities.
- Highly engage with Maintain & update of employee information, personal files with updated documents and in HRIS with leave, attendance and other records as required.
- Process yearly increment and maintain the personal files of all employees of the group.

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| Academic Qualification | <p><b>Master of Business Administration. (M.B.A)</b><br/> <b>Institution:</b> Eastern University Bangladesh.<br/> Major in Human Resource Management with the CGPA: 3.33 Out of 4.</p> <p><b>Bachelor of Business Administration. (B.B.A)</b><br/> <b>Institution:</b> Eastern University Bangladesh.<br/> Major in Human Resource Management with the CGPA: 3.03 Out of 4.</p> <p><b>HSC [Commerce Group] [Year: 2006]</b><br/> <b>Institution:</b> Dhaka Imperial College.</p> <p><b>SSC [Commerce Group] [Year: 2004]</b><br/> <b>Institution:</b> Razzak High School, Comilla.</p>   |
| Training Summary       | <p><b>HR:</b></p> <ul style="list-style-type: none"> <li>▪ HR Policy Writing,</li> <li>▪ Thinking Out of the Box.</li> <li>▪ Conflict Management.</li> <li>▪ Change Management.</li> </ul> <p><b>HR (Special):</b></p> <ul style="list-style-type: none"> <li>▪ Job Analysis (JA).</li> <li>▪ Job Evaluation (JE).</li> <li>▪ HR Planning.</li> <li>▪ Recruitment &amp; Selection (R&amp;S) process.</li> <li>▪ Training &amp; Development (T&amp;D) process.</li> <li>▪ Performance Management System (PMS).</li> <li>▪ Talent Management.</li> <li>▪ HR Communication.</li> <li>▪ Compensation &amp; Benefits (C&amp;B).</li> <li>▪ Organizational Development (OD).</li> <li>▪ Employee Engagement.</li> <li>▪ Human Capital Management.</li> <li>▪ Employee Life-cycle Management.</li> <li>▪ Succession Planning.</li> </ul>  |
| Skills Summary         | <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Have ability to converse and able to build up good relation with people.</li> <li>• Efficient in all official and HR correspondence.</li> <li>• Proficient in presentation &amp; capable of writing and editing HR reports.</li> </ul> <p><b>Interpersonal:</b></p> <ul style="list-style-type: none"> <li>• Have ability to work under pressure &amp; work in group or alone in any situation.</li> <li>• Have promptness to work &amp; take decisions for problem confidently under strain.</li> <li>• Have a high energy level &amp; self-motivation and always respond willingly to any new assignment.</li> </ul> <p><b>Computer:</b></p> <ul style="list-style-type: none"> <li>• MS Word/ MS Excel/ MS Powerpoint/ MS Outlook.</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Bangla <div data-bbox="917 1879 1490 1915"></div></li> <li>• English <div data-bbox="917 1915 1490 1950"></div></li> <li>• Hindi <div data-bbox="917 1950 1490 1986"></div></li> </ul> |

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| <b>Extra-Curricular</b>     | <ul style="list-style-type: none"> <li>▪ Member of the Eastern University Business Club.</li> <li>▪ Member of the social welfare club (SWC) of Eastern University</li> <li>▪ Member of the Eastern University cultural club.</li> </ul>   |
| <b>Achievement</b>          | <ul style="list-style-type: none"> <li>▪ Representing Bangladesh National Cricket team (Under-17) in Delhi India, 2004.</li> <li>▪ Best Organizer Award, Eastern University 1st Inter University Debate Championship, 2009</li> <li>▪ 1st Runner-up, Poster Design Competition, 2011.</li> <li>▪ 1st Runner-up, Business Plan Competition, 2012.</li> </ul>   |
| <b>Personal Information</b> | <ul style="list-style-type: none"> <li>• Father's Name: Motiur Rahman</li> <li>• Mother's Name: Rina Rahman</li> <li>• Date of Birth &amp; Place: 25-10-1989, Mirpur, Dhaka.</li> <li>• Marital Status: Married</li> <li>• Nationality: Bangladeshi (by birth)</li> <li>• National ID card No: 2392816670.</li> <li>• Interest: Listening music, Reading book, watching Television &amp; traveling</li> </ul> |
| <b>Reference</b>            | <p>Muzahidul Islam Jahid<br/> Superintendent, Talent Acquisition &amp; Organizational Development<br/> Human Resources Department<br/> G.A.B. Limited. Polashbari, Ashulia, Savar, Dhaka-1349.<br/> Direct Line: +880-1755521050.<br/> Email: mijahid@gildan.com</p>  |

#### **STATEMENT OF INTEGRITY**

I am Mahabub Rahman endorse that the provided information in this curriculum vitae is complete and correct.



Mahabub Rahman