

Last Updated : **October 27, 2018**

MD. HASANUR RAHMAN

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Career Objective:

From a responsible position through my talents, expertise and skills in developing my career as well as contributing to efficient handling of the business portfolio entrusted to me so as to become highly effective, thus help growing the entity as well.

Career Summary:

• Senior Officer (From 09 November 2016 to until now), NRB Bank Limited

• Senior Assistant Secretary (From 06/01/2016 to 05/11/2016), Bangladesh Federation of Chambers of Commerce & Industries.

ZXY International FZCO: Training Executive (From 01/11/2014 to 04/12/2015).

• Newsroom Editor & Presenter. (From 01/02/2014 to 31/10/2014), Channel 24.

• Sub-Editor. (From 01/11/ 2012 to 31/01/2014)

The Daily Bangladesh Pratidin

• News Presenter (Part-time): Jamuna Tv & Maasranga Tv.

Special Qualification:

• Effective Public relations.

HR related activities.

• Secretarial Tasks.

• Training and Development

• News Presentation

• Reporting

• News Editing

• Documentation

• Communication

• Event Management

• Debating

Employment History:

Total Year of Experience : 9.5 Year(s)

1. Senior Officer (November 9, 2016 - Continuing)

NRB Bank Limited

Company Location : Corporate Head Office, Simpletree Anarkali, 89 Gulshan Avenue, Gulshan- 1, Dhaka, Bangladesh.

Department: Chairman's Secretariat

Duties/Responsibilities:

â Manage multiple projects assigned by the Chairman related to diverse line of business, community and personal interest.

â Primarily responsible to delivery and execution of the outdoor communications and events & activation execution support for different portfolios of the bank in order to support and achieve business targets.

â Coordinate calendar, travel, meeting and schedule arrangements for the Chairman, staffs, business partners and customers.

â Work closely with other team members to ensure the Chairman's preparation for meetings, Presentations or other engagements. Administrative and human resources activities includes but not limited to:

Execution of all HR related activities related to interview and coordinate with Board members, boarding of new employees.

Arrange and implement training needs and house training program.

â Attending phone calls

â Maintaining personal and business files

â Supporting marketing and strategic planning activities

â Filing, storage and maintaining different MIS

â Handle financial, accounting and any other matters for the chairman with utmost confidentiality.

â Maintain business and private correspondence and coordinates the smooth operations of Chairman's office.

â Perform additional duties as assigned.

â Effective public relations.

â Assisting in protocol pertaining to Chairman and Managing Director & CEO, Directors of NRB Banks on matters of visa arrangement, briefing, receiving and seen off, hotel arrangement, meetings, etc.

2. News Presenter (Part Time) (December 1, 2015 - Continuing)**Jamuna Television**

Company Location : Jamuna Future Park Complex, KA- 244, Progoti Sharoni, Baridhara, Dhaka-1229

Department: News & Current Affairs

Duties/Responsibilities:

â Presenting news effectively with articulation.

â Evidence based decision making.

â Good communication skills.

â Including an easily understandable on-air delivery.

â Ability to keep presenting while hearing instructions through an earpiece.

â Ability to work calmly under stress.

â Live interviewing.

3. Senior Assistant Secretary (January 6, 2016 - November 5, 2016)

The Federation of Bangladesh Chambers of Commerce & Industry (FBCCI)

Company Location : Federation Bhaban, 60, Motijheel C/A, Dhaka, Bangladesh.

Department: International Affairs Division

Duties/Responsibilities:

Effective Public relations.

Manage the administrative office that entails Presidents schedules on matters of international affairs.

Handle correspondences with stakeholders like Government Ministries, International Chamber bodies, native chamber bodies, WTO, SAARC, ASEAN, etc.

Manage protocol, prepare and pursue schedules and events

Manage various international business delegations.

Template designs, calls-to-action, and content used for official letters.

News collecting and editing.

Assess team development.

Assisting in administrative and protocol pertaining to international business delegates, Ambassadors, Government dignitaries, on matters of visa arrangement, briefing, receiving and seen off, hotel arrangement, meetings, etc.

Entrusted to the task of the Standing Committee on Tourism and Globalization within FBCCI.

Project Management.

4. Training Executive (November 1, 2014 - December 4, 2015)

ZXY International FZCO

Company Location : Dhaka, Bangladesh

Department: Human Resources

Duties/Responsibilities:

Implement Human Resources rules and policies.

Implement training needs.

Interviewing and boarding of newly recruiting staffs.

Arrange in house training program.

HR related vendor management.

Additional duties assigned by the management.

5. Newsroom Editor & Presenter. (February 1, 2014 - October 31, 2014)

Channel 24

Company Location : Channel 24, Times Media Limited, 387 (south), Tejgaon I/A, Dhaka-1208.

Department: News & Current Affairs.

Duties/Responsibilities:

Responsibilities performed:

As a News presenter:

Presenting news effectively with articulation.

Evidence based decision making.

Good communication skills.

Including an easily understandable on-air delivery.

Ability to keep presenting while hearing instructions through an earpiece.

Ability to work calmly under stress.

Live interviewing.

As a Newsroom Editor:

Writing reports & meeting minutes.

Interviewing persons on national and international issues.

Making short visual presentation according to the report.

Experienced in making visual report using appropriate footage.

Translating from English and making report.

Collecting, writing and re-write Case-study.

6. News Presenter (Part Time) (July 1, 2013 - January 31, 2014)

Maasranga Television

Company Location : Maasranga Television Centre, 2 Bir Uttam Ziaur Rahman Road
Banani, Dhaka 1213.

Department: News & Current Affairs.

Duties/Responsibilities:

Presenting news effectively with articulation.

Evidence based decision making.

Good communication skills.

Including an easily understandable on-air delivery.

Ability to keep presenting while hearing instructions through an earpiece.

Ability to work calmly under stress.

Live interviewing.

7. Sub-Editor (November 1, 2012 - January 31, 2014)

The Daily Bangladesh Pratidin

Company Location : The Daily Bangladesh Pratidin, Plot-371/A, Block- D, Bashundhara
R/A, Dhaka-1229

Department: Feature

Duties/Responsibilities:

News collection and preparation from different sources.

Posting educational articles on a weekly basis.

Continuous editing of news to ensure standard.

Online posting of news.

Writing articles for feature department.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|---|--------------------------------------|----------------------------------|--------------------|----------|----------|--|
| Executive Masters of Business Administration (EMBA) | Master of Professional Banking (MPB) | University of Dhaka | Enrolled | 2019 | 2 | - |
| Masters of Arts (MA) | English Language & Linguistics | North South University | Appeared | 2018 | 2 | Member, North South University MBA Club, Member, NSUDC |
| Bachelor of Arts (BA) | English | Southeast University | CGPA:3.66 out of 4 | 2012 | 4 | Former President, Southeast University Debating Club |
| L.L.B | Business Law | Ideal Law College | Enrolled | 2021 | 2 | - |
| HSC | Science | Rajshahi Government City College | CGPA:3.8 out of 5 | 2006 | 2 | Member, Debate Club |
| SSC | Science | Bankra High School | CGPA:4.25 out of 5 | 2004 | 10 | Topped in beautiful hand-writing competition |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|---|--|---|------------|---|------|------------|
| BSHRM 4th International HR Conference 2015 | Human Resources Management | Bangladesh Society for Human Resources Management (BSHRM) | Bangladesh | Dhaka | 2015 | 1 Day |
| Basic of News | Reporting,Editing,News Presenting,Vedio Editing,Camera etc. | Channel24 | Bangladesh | Channel24,Tejgaon,Dhaka. | 2014 | 3 Days |
| Sales & Marketing Training Course | Sales & Marketing | TCM Management. | Bangladesh | Dhaka | 2012 | 1 Day Long |
| M.S. Office Course | Fundamental of Computer, Microsoft Office, Typing and Internet Browsing. | Windows IT | Bangladesh | Rajshahi | 2012 | 1 Month |
| Courses on British Parliamentary Debate | Basic Knowledge on British Parliamentary Debate. | BDF (Bangladesh Debate Federation) | Bangladesh | Dhaka | 2011 | 3 Days |
| Vashar Alap | Bangla Language& Literature. | Chhayanaut, Bangladesh | Bangladesh | Chhayanaut, Dhanmondi,Dhaka,Bangladesh. | 2010 | 1 Year |
| Anti-Corruption Debate Camp | Debate Competition, Rules of Debating. | Transparency International Bangladesh (TIB) | Bangladesh | Dhaka | 2010 | 4 Days |
| CELF (Certificate of English Language Proficiency). | English Language. | Southeast University | Bangladesh | Southeast University,Banani, Dhaka | 2008 | 3 Months. |

Professional Qualification:

| Certification | Institute | Location | From | To |
|---------------|-----------------------|---|--------------------|----------------------|
| Vashar Alap | Chhayanaut Bangladesh | House# 72, Road# 15A, Dhanmondi-R/A, Dhaka- 1209. | January 1, 2010 | February 28, 2011 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 74510
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, General
 Management/Admin, Media/Advertisement/Event Mgt.
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Italy, Netherlands, New Zealand, United States,
 Australia, France, Russia, Spain, Switzerland
 Preferred Organization Types : Banks, NGO, Multinational Companies, Public Relation
 Companies, Embassies/Foreign Consulate, Airline, Cellular
 Phone Operator

Specialization:

| Fields of Specialization | Description |
|--|--|
| <ul style="list-style-type: none"> • Event/ Campaign Coordination • Program Management • Training & Development • International Affairs • Public Relation • Secretarial tasks • Presenting of news • News writing & editing • Debater • Administrative tasks | <ul style="list-style-type: none"> • Good documentation, reporting, presentation and editing skill. • Good written and oral communication skill both in Bangla & English. • Excellent interpersonal and communication skill. • Ability to work under pressure and as a group member. • Quick Learner. |

Extra Curricular Activities:

• Adviser to the Chairman, National Debate Federation (NDF). • Member, News Broadcasters Associations of Bangladesh (NBA BD). • Member, North South University Marketing Club (NSUMC). • Former President, Southeast University Debating Club. • Speaker of Debate- BSHRM 4th International HR Conference 2015. • Best Debater- Southeast Intra-University Debate Competition-2011. • Top 6 among 65 Universities in Transparency International Debate Competition 2010. • Participated in All Asian BP Debate Championship. • Member, North Bengal Human Resources Professional (NBHRP). • Campaigning for Women's Day- Action Aid. • Coordinator, LOKKHO (A Social Welfare Organization). • Trainer, News Presentation, jobsA1.com.

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bengla | High | High | High |
| English | High | High | High |
| Chinese | Low | Low | Low |

Personal Details :

Father"s Name : MD. HASEM ALI
Mother"s Name : MST. PARVIN SULTANA
Date of Birth : December 31, 1986
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village: Bankra, Post Office: Bankra, Upazila : Charghat, District :
Rajshahi.
Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|--|---|
| Name | : Rakibul Islam | Naem Nizam |
| Organization | : UNFPA Bangladesh. | The Daily Bangladesh Pratidin |
| Designation | : Finance Officer. IDB Bhaban (15th floor) E/8-A | Editor |
| Address | : Begum Rokeya Sharani Sher - E - Bangla Nagar, Agargaon. | Plot-371/A, Block- D, Bashundhara R/A, Dhaka-1229. |
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| Relation | : Family Friend | Professional |
