

Applied For: **IT Executive (Sylhet)**

Last Updated : **October 10, 2018**

MD. RAIHANUL AMBIA

Address: 27, Uddipon, Mirabazar, Sylhet, Bangladesh
Mobile : +8801715610810
email:imraihan27@gmail.com



Career Objective:

To build a career in a challenging position at any reputed organization or a progressive organization with an opportunity to learn, grow and take greater responsibilities with proper utilization of education, experience and skills.

Career Summary:

I have more than 2 years of work experience. Currently, I'm working as an Officer (HR & Admin) in Manor IT Limited. I have been working here since October 01, 2016. Besides the experience of executing all HRM matters, I have multitasking job experiences such as coordination, reporting, working as a trainer. I have the experience to start performing from day one.

Special Qualification:

Competent at managing responsibilities in a high volume atmosphere.
Hard worker, quick learner and ability to assume responsibility.
Ability to work in fast-paced, intense environment smoothly.
Skilled at interacting with people.

Employment History:

Total Year of Experience : 2.3 Year(s)

1. Officer, HR & Admin (October 1, 2016 - Continuing)

Manor IT Limited

Company Location : Sylhet

Department: HR & Admin

Duties/Responsibilities:

- Conducting day to day HR operations and managing all paper-based records.
- Managing staff daily attendance and leave records.
- Assisting to lead the recruitment, selection, placement and termination process.
- Building and maintaining effective working relations with management and employees to provide advice and counsel to both on employee-related and organizational matters.
- Maintaining personnel files, and coordinating with all departments on administrative work.
- Maintaining a succession plan for all departments when required.
- Conducting and coordinating staff orientation & training on HR- related rules and regulations.
- Facilitating and coordinating of the performance review and employee development programs.

- Maintaining all kinds of grievance and Disciplinary Action for staff & workers.
- Coordinating in organizing training and responsible for Training Need Analysis for the employees.

2. **Intern, Industrial HR (September 15, 2014 - December 15, 2014)**

Alim Industries Limited

Company Location : Sylhet

Department: HR & Admin

Duties/Responsibilities:

- Maintain and update all personal files.
- CV sorting & Arrange practical test & interview for Technical recruit at the factory.
- Coordinate & Conduct different training program at the factory.
- Maintain daily leave and attendance sheet.
- To assist the higher authority on the transfer of the Workers in different department.
- To draft & dispatch the various Official Letter/Office Order/ Notice/ E-mail etc.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Human Resource Management	Metropolitan University, Sylhet	CGPA:3.98 out of 4	2016	1	First position in the department
BBA	Management	Metropolitan University, Sylhet	CGPA:3.99 out of 4	2015	4	Chancellor's Gold Medal for securing highest CGPA, 3rd Convocation, Metropolitan University, Sylhet.
HSC	Business Studies	Jalalabad Cantonment Public School & College	CGPA:5 out of 5	2010	-	District Council (Sylhet) Award
SSC	Business Studies	Sylhet Govt. Pilot High School	CGPA:4.5 out of 5	2008	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Workshop on Career in Aviation Sector	Career in Aviation Sector	Airlines Club of Sylhet	Bangladesh	Sylhet	2017	2 Days

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 15,000
 Preferred Job Category : Education/Training, HR/Org. Development
 Preferred District : Chattogram, Dhaka, Khulna, Sylhet

Preferred Organization Types : Telecommunication, University, Multinational Companies, Embassies/Foreign Consulate, Airline, Tobacco, Cement Industry, Cellular Phone Operator, Fuel/Petroleum

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Human Resource Management• Job Analysis & Manpower Planning• Recruitment• Performance Appraisal• Administration• Training & Development	<p>I possess strong written and oral communication skill that I have developed over the courses of my employment career.</p> <p>I possess strong organizational and administrative skills that I have acquired at my work.</p> <p>I have the ability to operate effectively in a team contributing positively to team operation and working relationships and understand the importance of teamwork.</p> <p>I have the ability to learn quickly, take initiative and work independently.</p>

Extra Curricular Activities:

Member of Leadership Development Forum (LDF) at Metropolitan University. Patrol leader of Bangladesh Scouts (2004 to 2007). Participate in National Research Conference on Business & Economics- 2015 at Metropolitan University. Winner of different sports events during school and college life.

Language Proficiency:

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

Personal Details :

Father's Name : Md. Abdur Rouf
Mother's Name : Rajia Begum
Date of Birth : August 27, 1991
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 27, Uddipon, Mirabazar, Sylhet, Bangladesh
Current Location : Sylhet

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Prof. Dr. Taher Billal Khalifa	Mr. Md. Amirul Haque
Organization	: Metropolitan University	Manor IT Limited
Designation	: Dean, School of Business	Manager, Finance & Accounts
Address	: Al-Hamra, Zindabazar, Sylhet.	Galleria Shopping Complex, Level-5, Zindabazar, Sylhet.
Phone (Off.)	: 0821-713077-78/106	
Phone (Res.)	:	
Mobile	: +8801711-968256	+8801712388754

E-Mail : tkhalifa@metrouni.edu.bd
Relation : Academic

haque@manor-it.net
Professional