

Applied For: **Virtual Assistant, Sylhet Office (All Types)**

Last Updated : **October 25, 2017**

Md. Rakibul Hasan

Address: Police Line, Adamjee EPZ, Siddhirgonj, Narayanganj.
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Career Objective:

To strive for excellence, to work in such an environment that will enhance my knowledge and career, where I can perform my management skills according to my strong Caliber and efficiency.

Career Summary:

- ▣ Experienced several years of Administration, HR & Compliance and benefit related programs.
- ▣ Rewarded for recruiting and Social Compliance Management which resulted in improved customer experiences.
- ▣ Received 100% compliance scores in auditing processes, and ensuring compliance with plan provisions and federal, state and local laws and regulations.

Special Qualification:

- *Strong ability to multi-task and coordinate several projects simultaneously.
- *Ability to work independently as well as in a team.
- *Proactive, dynamic and open personality.
- *Excellent knowledge of Windows Office, notably Word, Excel and PP.

Employment History:

Total Year of Experience : 7.3 Year(s)

1. Senior Officer (October 3, 2013 - Continuing)

King Kong Leather Ware (BD) Limited

Company Location : AEPZ, Siddhirgonj, Narayanganj

Department: HR & COMPLIANCE

Duties/Responsibilities:

Recruiting, Providing staff training and development
Operating pay and benefits policies.
Helping draw up plan for future personnel needs.
Others HRD work.
Payroll Software Maintain.
Conduct or direct the internal investigation of compliance issues.

2. Customer Service Representative (March 16, 2014 - April 6, 2014)

ICC

Department: Hospitality Management

3. **Customer Service Representative (February 14, 2009 - October 4, 2010)**

Paradise Associate

Company Location : Sylhet

Department: Administration

Duties/Responsibilities:

Provide service to customers face to face, via telephone and email

Respond to all inquiries within 24 hours

4. **Administrative Assistant (July 7, 2007 - November 10, 2008)**

Hi-Teach Academy

Company Location : Sylhet

Department: General Management/Admin

Duties/Responsibilities:

Route incoming telephone calls

Type official correspondence

Distribute mail and interoffice memoranda

Responsible for administration and reconciliation of petty cash fund

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBS	Accounting	National University	Second Class	2013	1 Year
BBS	Accounting	National University	Second Class	2012	4 years
HSC	Business Studies	Sylhet Commerce College	CGPA:4.8 out of 5	2007	2005-2007
SSC	Science	Udaypur High School	CGPA:3 out of 5	2005	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Train The Trainer	1. Presentation Skills 2. Public Speaking 3. Making own presentation and delivering 4. How to deal difficult audience	Uptrend International Ltd.	Bangladesh	Savar, Dhaka	2011	3 days
Basic Computer & Internet	Microsoft Office, Internet	Bangladesh Computer Council	Bangladesh	Sylhet	2004	3 Months

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: Accounting/Finance, HR/Org. Development
Preferred District	: Chittagong, Dhaka, Narayanganj, Pabna, Rajshahi, Sylhet

Preferred Organization Types : Banks, College, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Garments, Airline, Group of Companies, Call Center, Automobile

Specialization:

Fields of Specialization
<ul style="list-style-type: none">• Accounts• Administration• Compliance• Admin• Compensation & Benefits• Training• Recruitment

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father's Name : Md. Ansar Ali Sheikh
Mother's Name : Mst. Rokeya Khatun
Date of Birth : December 17, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Village- Malfia, P/O- R. K. Para, Thana- Sujanagar, District- Pabna.
Current Location : Narayanganj

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Nadim Nowsher	Nazmoon Nahar
Organization	: Avery Dennison	King Kong Leather Ware (BD) Ltd.
Designation	: Senior Officer	Asst. Manager (HR)
Address	: Uday tower, Ghushan-1, Dhaka.	Adamjee EPZ, Siddhirgonj, Narayanganj.
Phone (Off.)	:	
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Relation	: Relative	Professional