

## **Md. Rafi**

Road #13, House#02 Rupnagar R/A, Mirpur, Dhaka-1216

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### **Objective**

Looking for an entry level position in an organization where I will be able to apply my knowledge and contribute for the organizational development.

### **Working Experience:**

1. HR Executive ( Intern)

FMA Outsourcing & Solutions Limited

(Niketan, Gulshan - 1, Dhaka-1212)

#### **Responsibilities:**

- CV sorting as per the requisition of clients.
- Maintaining employee profile of the organization employees.
- Maintaining the leave status of employees.
- Arranging interview for the clients.
- Maintaining information's of different clients.
- Implication of Bangladesh Labor Law 2006, Bangladesh Labor Law Service Rules 2015
- Coordinating with Director and CEO of the company.

Level of Education	Major/Group	Institute	Result	Year
BBA	Human Resource Management	American International University- Bangladesh (AIUB)	3.54	2018
HSC	Business Studies	Dhaka Commerce College	5.00	2014
SSC	Business Studies	Mirpur Bangla High School and College	4.13	2012

## Educational Qualification

### Research Activities

- Research report “*How the students spent their leisure time?*” Research Methodology course August 2017
- Research report “*Freelancing as a career opportunity among the young generation of Bangladesh*” Career and Talent Management Course April-2018.
- Research Report “*What are the uses of HRIS software’s in organization?*” Human resource information system course December, 2017

### Achievements

- Certificate and medal for **second runner up** in Quiz competition of business week from AIUB at 05April,2018
- Certificate for Volunteer Business week of AIUB April at 05, 2018
- Certificate for volunteer work of HR: Today and Tomorrow of AIUB at 16April, 2017.
- Certificate for attending seminar on CV writing at AIUB at 03 April,2018.
- Certificate for attending seminar on youth Development organized by Youth -----Bangladesh at 25 March, 2017.

### Skills

#### Computer Literacy:

Windows operating System, Office Packages, Good typing abilities

#### Interpersonal skills

Friendly, cooperative, positive attitude, flexible, problem solving, time management, work under pressure and team player.

Language Skills:

- Bengali- Mother tongue
- English- Excellent proficiency in Reading, Writing, Listening and Speaking.

**Extra-curricular activities:**

Playing football, badminton and cricket. I attend 3 three football tournaments, in a tournament I was the captain of one tournament. I also won two badminton tournaments.

**Personal Details**

**Father's name** : Md Abbas Uddin

**Mother's name** : Rokeya Begum

**Date of Birth** : 01-04-1997

**Marital status** : Single

**Permanent Address** : Road #13, House#2 Rupnagar R/A, Mirpur, Dhaka-1216

**References:**

Shibli Ahmed Khan Assistant Professor  Faculty of Business Administration American International University- Bangladesh Contact number: 01746445566 E-Mail: shibli@aiub.edu	Afdalin Bin Haque Assistant Professor  Faculty of Business Administration American International University- Bangladesh E-Mail: afdalinpial@aiub.edu Contact number: 01716821142
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