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# Muhammed Asifur Rahman Khan

**Career Objective:** To achieve a successful career through devotion, commitment and hard work with an opportunity to work with people in an environment of excellence

## **Experience: Job # 1**

### **Senior Executive, HR & Administration**

**Motion Automobiles Ltd.** (National distributor of Beiqi Foton Motor Co., Ltd., China)

Duration: March 2013 onwards

#### **Job Responsibilities**

JD of HR: Assist the management to forecast manpower need, sourcing, recruitment, maintenance of HR files and HR Data, Performance appraisal, closing contracts and various other HR issues. Assist to develop HR policies is also a vital part of my job.

JD of Administration: Assist management to carry on diverse administrative issues like maintenance of office, assets, purchasing regular and long term office items, developing administrative policies and assist to implement them.

## **Experience: Job # 2**

### **Branch Sales & Service Officer**

(Grade: Senior Officer)

**BRAC Bank Limited**

Duration: April 2009 to February 2013

#### **Job Responsibilities**

**Sales of Deposit and Loan products**

**Providing all types of Retail Banking Services to end consumers**

- Opening up Accounts (Savings & Current, Fixed Deposits, DPS, Loan Account, Sole Proprietorship and Limited Company Account)
- Issuing Bank Statement and different kind of bank certificates etc.
- Receiving and delivering all types of Retail Banking Queries

**Branch Operations**

- Reconciliation of items (Cheque Book, ATM Card, Capture Card etc.)
- Sending daily couriers to Head Office
- Other and varied on demand branch operations

## **Experience: Job # 3**

### **Assistant Program Manager**

#### **Fibertech, JOBS Group**

[www.jobs-group.org](http://www.jobs-group.org)

[www.jobstrust.org/fib.htm](http://www.jobstrust.org/fib.htm)

Duration: April 2007 to November 2008

#### **Job Responsibilities**

JR of Administration: Assist management to carry on diverse administrative issues like maintenance of office, assets, purchasing regular and long term office and factory items, developing administrative policies and assist to implement them, documentation of production processes etc.

JR of HR: Maintenance of HR files and HR Data, Performance appraisal, closing contracts and various other HR issues. Assist to develop HR policies is also a vital part of my job.

JR of Supply Chain: Receiving requisition of raw materials and other office items, purchasing and closing bills, monitor proper usage of materials, sourcing vendors etc.

JR of Marketing: Searching new market potential, meet customers and dealing sales, organize various sorts of promotional measures and making sales contracts.

## **Experience: Job # 4**

### **Assistant Program Manager, JOBS Bangladesh, JOBS Group**

[www.jobs-group.org](http://www.jobs-group.org)

[www.jobstrust.org](http://www.jobstrust.org)

Duration: April 2007 till April 2008

#### **Projects:**

- Employment Opportunity for Adolescent Females, **UNICEF & JOBS Bangladesh**
- Nodi O Jibon Project, **Concern Bangladesh & JOBS Bangladesh**

## **Experience: Job # 5**

### **Research Executive**

#### **MM Services Ltd.**

#### **Integra Group**

Duration: April 2006 to April 2007

#### **Job Responsibilities**

Product Development of Value Added Services of Tele Communication companies and Market feasibility study through research.

## Scholastic Records

Time Line	Degree Earned	Institution	Concentration / Major
2015 (Continuing)	PGD in Social Compliance & CSR	Institute of Apparel Research & Technology, BKMEA	Social Compliance & CSR
2010	Master of Business Administration (MBA)	Independent University, Bangladesh	HRM
2008	Bachelor of Business Administration (BBA)	North South University	HRM & Marketing
1999	Higher Secondary School Certificate Examination (HSC)	Dhaka Commerce College	Commerce
1997	Secondary School Certificate Examination (SSC)	Willies Little Flower School	Science

## Professional Training Program Attended

Subject	Institution	Duration	Conducted by
<b>People Management Skill for Professionals (PMSP)</b>	Institute of Business Administration, University of Dhaka	<b>20 hrs</b>	Dr. Khair Jahan Sogra, Professor, IBA, DU Guest Speaker: Md. Mamdudur Rashid, DMD, BRAC Bank Mr. Syed Tanvir Husain, Director, Center of Expertise, People & Organization, Grameen Phone
<b>Practical HR Practices</b>	World Academy of Research & Development	<b>30 hrs</b>	Head of HRD of several large local and multinational organizations working in Bangladesh.
<b>Application Course of Bangladesh Labor Law</b>	World Academy of Research & Development	<b>30 hrs</b>	1. Barrister Md. Omar Bin Harun Khan, Advocate - Supreme Court of Bangladesh, Barrister-at-Law of the Honorable Society of Lincoln's Inn, London, UK. 2. Barrister Rabiya J. Firoz, Supreme Court of Bangladesh 3. Head of HRD of several large local and multinational organizations working in Bangladesh.
<b>Goal, Goal Setting &amp; KPIs</b>	World Academy of Research & Development	<b>8 hrs.</b>	Tahseen Zakaria, Head – Talent Acquisition, Airtel Bangladesh Ltd.
<b>Conflict Management and Employee Counseling</b>	bdjobs.com	<b>8 hrs</b>	Mr. Golam Kabir, Advisor -Kallol Group & Navana Group and Ms. Parveen Sultana Huda, Head of HR & IT –Action Aid Bangladesh
<b>ISO 14000 &amp; OHSAS 18000: HSE Management</b>	bdjobs.com.	<b>8 hrs</b>	Mr. Golam Kibria, (Head of Bureau Verities Quality International (BVQI) in Bangladesh Lead Auditor ISO 9000, Auditor ISO 14000/SA 8000)
<b>Total Quality Management (TQM)</b>	bdjobs.com	<b>8 hrs</b>	Mr. Gopal Sehjpai, Managing Director, Oracle Management Services Pvt. Ltd, Mumbai, India
<b>Computer Hardware Maintenance and Troubleshooting</b>	Karmayog Sangstha	<b>3 months</b>	Karmayog Sangstha

## Computer Literacy

Windows, MS Word, MS PowerPoint, MS Excel, Adobe Photoshop, Adobe Lightroom, EDIUS, Sound Forge, Basics of Internet and Hardware maintenance and troubleshooting, FINACLE (Banking Software).

## Professional Strengths

- Ability to meet any challenge with confidence, determination & hard work
- Management and organizing capabilities
- Proficiency in oral and written communication both in English and Bengali
- Enthusiastic team member and able to coordinate teams effectively

## Language Proficiency

Language	Level		
	Reading	Writing	Speaking
Bangle	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good

## Extra Curricular Activities

Worked as **General Secretary** and **Vice President** of **North South University Photography Club** in the fiscal years of 2002 to 2003 and 2003 to 2004 respectively. **Life Member** (2004 onwards), **North South University Photography Club**.

**In-Charge, Department of Logistics**

**International Inter University Photography Exhibition 2004**

Organized by NSU Photography Club, at Bangladesh Shilpakala Academy

**In-Charge, Department of Logistics**

**RC International Inter University Photography Exhibition 2003**

**Sponsored by RC Cola (Partex Group of Industries Ltd) & Organized by NSU Photography Club at Bangladesh Shilpakala Academy**

**In-Charge, Department of Logistics**

**Terrorism Against Humanity – An Exhibition with The American Center (USIS), at North South University**

**Organized 3 International Photography Field Trips in South India, Bhutan and Rajasthan in the year of 2002, 2003 and 2004 respectively**

## References

Will be provided on request.