

SHIBBIR AHMAD RAJU

Kha- 48/8, Bottola, Khilkhet, Dhaka- 1229
+88 01676734764 imshibbir@yahoo.com



Career Objective:

Want to be recognized as a Human Resource Professional. Ultimate goal is to build my carrier in a reputed organization where I can utilize my talents, abilities and innovative skills in best way.

Skills:

- General HR Operations
- Recruitment
- HRIS
- Attendance and Leave Management
- Payroll
- Training & Development
- Employee Relations

Computer Skills:

- MS Office Suite (Especially Word, Excel and Power Point).
- SPSS.
- Photoshop (Basic).

Language:

Bangla: Mother tongue.
English: Good working knowledge.

Special Achievement:

- Founding Member, Khilkhet Pathagar (Chetonay Bangladesh).
- General Member, BSHRM

Employment History: 1+ years of experience in HR department.

(October 2018- Till now)

Executive, Human Resources Tech Cloud Ltd.

House# 379, Road# 06, Baridhara DOHS, Dhaka.

Key Responsibility:

- Monitor daily attendance and Leave Management.
- Prepare overtime report and Payroll.
- Update and maintain HRIS and employee database
- To perform the day to day HR operational activities.
- Assist End to End process of recruitment.
- To coordinating training and development programs.
- Support employees in various HR related issues.
- To process complaints and grievance procedures.
- KPI aligned to the business objectives and organizational competency management.
- To prepare reports relating to HR activities.

Achievement:

- Introduce HR Solution Software for corporate and production house.
- Prepare database in HRIS.
- Explored low cost recruitment process.
- Lunched new employee orientation program.
- Lunched various employee engagement program.
- Reduce employee turnover ratio (2018- 2019).

(February 2018 to May 2018)

Enumerator, Research & Development

Micro Industries Development Assistance and Services (MIDAS)
MIDAS Center (11th Floor), Road No.16, Dhanmondi, Dhaka- 1209.

Key Responsibility:

- Visited selected department of government and collect various tender related data.
- Collected data provided to the World Bank for further process.

Achievement:

- We was the only one team who can met the target files and district in on time.

Interest Areas:

- Organizational Development
- Social Work
- Traveling

Biographical Information:

Father: Shamsul Hoque
Date of Birth: 11-01-1997
Marital Status: Unmarried
Birth Place: Dhaka
NID: 7802183207

References:

Farhana Ferdousi, Ph.D
Assistant Professor
Southeast University
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Kh. Golam Mostafa
Executive Engineer
Bangladesh Roads and Highways
Department
Ph.: 01720362289
Email: kh.g.mostafa@gmail.com

Academic Qualification:

(2019 – Continue)
Master of Business Administration (HRM), Southeast University, Dhaka

(2015- 2018)
Bachelor of Business Administration (HRM), Southeast University, Dhaka.
CGPA- 3.65

(2012 – 2014)
Business Studies, Adamjee Cantonment College, Dhaka.
GPA- 5.00

(2010 – 2012)
Arts, Khilkheta Islamia Dakhil Madrasah, Dhaka.
GPA- 4.64

Training and Workshop:

- Attended in a training session on “Leadership & Management” Organized by Tech Cloud Ltd. in 2019.
- Attended in a training session on “Competency Mapping” at UIU Organized by BSHRM in 2018.
- Attended in three day long training on “Business Plan Preparation” organized by MIDUS in 2017.
- Participated in International Conference on Academic and Career Skills, by Workplace Skills Development Academy (WSDA) 2016.

Declaration: I, Shibbir Ahmad, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Shibbir Ahmad Raju