

Rashik Ahmed

HR & Admin Executive

Phone: +8801849627616

Email: ahmed.rashik31@gmail.com

LinkedIn: [linkedin.com/in/rashik-ahmed-50b33317b](https://www.linkedin.com/in/rashik-ahmed-50b33317b)

Location: 44/A Madrasa Road, Trimohoni, Banasree, Dhaka - 1219

Professional Summary

Results-driven professional with over 11 years of experience in café operations, marketing, and HR & administrative functions. Proven ability to manage daily operations, lead teams, and deliver excellent customer service in a fast-paced café environment. Experienced in marketing execution, brand promotion, and customer engagement, along with strong expertise in HR administration, recruitment support, staff coordination, and office management. Known for strong organizational skills, effective communication, and the ability to multitask while maintaining high operational and service standards.

Core Competencies

- Accounts
 - Inventory Management
 - Team Leadership
 - Payroll
 - Employee Recruitment
 - Office Administration & Operations Management
 - Documentation, Filing & Record Management
-

Professional Experience

HR & Admin Executive

Shahidas Limited, Mohammadpur, Dhaka

November 2024 – Present

- Assist in recruitment and onboarding of new employees.
- Maintain employee records, files, and HR databases.
- Support payroll preparation, attendance, and leave management
- Manage office supplies, assets, and inventory
- Coordinate office maintenance, utilities, and vendors

Store Manager

Pledge Solution & Co. Khilgaon, Dhaka

February 2021 – October 2024

- Maintain accurate books of accounts and financial records.
- Prepare vouchers, invoices, and payment documents.
- Handle accounts payable and receivable.
- Prepare monthly, quarterly, and annual financial reports
- Manage store operations and inventory records.

- Ensure proper receipt, storage, and issuance of materials.

Marketing Executive

Pathao Limited, Banani, Dhaka

March 2019 – November 2020

- Promoted products and services through multiple marketing channels, contributing to increased customer engagement and sales.
- Support branding and promotional activities.
- Coordinate with the sales team to meet targets.

Shift In Charge

Krispy Kreme Bangladesh, Banani, Dhaka

January 2016 – February 2019

- Oversaw restaurant operations during assigned shifts, managing 6–8 staff members and serving 120+ customers per shift.
- Allocate duties to service, kitchen, and support staff.

Shift In Charge

King's Confectionary, Banani, Dhaka

June 2014 – December 2015

- Monitored customer satisfaction and service quality, helping maintain a 90%+ positive feedback rate.
- Supervise billing, POS operations, and cash handling.

Education

Master of Business Administration (MBA)

Bangladesh Open University, Gazipur

Passing Year: On Going

Major: Human Resource Management

Bachelor of Business Studies (BBS)

Bangladesh Open University, Gazipur

Passing Year: 2019

Major: Management

Higher Secondary Certificate (HSC)

Govt. Science College, Farmgate, Dhaka

Passing Year: 2013

Major: Business Studies

Secondary School Certificate (SSC)

Badda Alatunnesa Higher Secondary School, South Badda, Dhaka

Passing Year: 2011

Major: Business Studies

Technical Skills

- MS Office Suite (Word, Excel, PowerPoint)
- Data Analysis & Reporting (Google Analytics)