



MD RABBY

HR & Admin Officer

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📍 Tongi, Gazipur

✉ muhammmadrabby@gmail.com

About Me

Organized and motivated professional with experience in team management, HR support, and administrative operations. Skilled in employee coordination, record keeping, and maintaining smooth daily operations. Able to communicate effectively, work under pressure, and support a productive work environment.

Education

Bachelor of Business Administration

National University

Passing year : 2024

Higher Secondary Certificate

Uttar Kattali Al-haj Mostofa Hakim College

Passing year : 2018

Skills

Team Management	
Administrative Support	
Leadership Skills	
Communication Skills	
Recruitment Coordination	

Language

- Bengali
- English
- Hindi

Experience

● Team Leader

Fiorella | Uttara, Dhaka

- Maintained smooth daily operations across all business activities.
- Managed inventory records and monitored stock availability regularly.
- Monitored team attendance, performance, and provided training when necessary.

Oct 2024 - Present

● Team Leader

HealthOS | Uttara, Dhaka

- Ensured regular team attendance and maintained daily workforce discipline.
- Monitored delivery operations, team performance, and overall sales progress.

Jan 2024 - Aug 2024

● HR & Admin Officer

DK Group | Uttara, Dhaka

- Maintained employee personal files and ensured accurate data entry.
- Assisted recruitment, interview coordination, and candidate selection processes.
- Processed employee final settlements and prepared required documentation.

Nov 2022 - Jun 2023

● Team Coordinator

Genex Infosys Ltd. | Chittagong

- Supervised daily team activities and tracked overall staff performance.
- Prepared performance reports, evaluated staff, and conducted necessary training.
- Ensured entire team consistently achieved KPI and productivity targets.

Feb 2019 - Oct 2022

References

Farhan UL Huq

Managing Director
Topoty's Fiorella

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Arafat Hossen

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