

MOHAMMAD ASHRAFUZZAMAN ASHIQ

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As a driven and innovative Finance graduate, I possess extensive expertise in sales, operations, recruitment, and marketing. Leveraging my deep understanding of Finance acquired through my Undergraduate program and various online self-studies, I can contribute significantly to your company's corporate finance, investment, and financial modeling endeavors. My outstanding analytical and research capabilities, coupled with my desire to acquire new skills, enable me to achieve my full potential and deliver innovative solutions to meet organizational objectives with unwavering dedication.

EXPERIENCES

JULY 2021 – JANUARY 2023

EXECUTIVE, HR, E-ZONE HRM LTD.

Duties and Responsibilities

- Spearheaded mass recruitment efforts, overseeing recruitment examinations for various banks including Bangladesh Bank and other private banks.
- Managed the end-to-end recruitment process for diverse positions, from desk preparation to fieldwork.
- Conducted written examinations to select top talent for clients, selecting examination venue and date, and maintaining clear verbal and written communication throughout the process.
- Ensured fairness, transparency, and discipline during recruitment tests, maintaining clear communication with resource persons for question preparation and script evaluation.
- Generated and submitted results per client requirements, as well as generated and submitted invoices.
- Completed over 30 recruitment tests, earning revenue of over 21M for the company, and creating an Excel database for easy tracking.
- Led the recruitment team responsible for UN organizations, posting job advertisements, longlisting, and shortlisting candidates, conducting written tests and interviews, and conducting background verification.
- Utilized internal and external databases to search for top candidates for clients as per the job description, and facilitated interviews both remotely and in-person
- Briefly assisted in payroll management of Huawei outsourcing employees
- Assisted the Business Development unit in facilitating training and sending EOIs

FEBRUARY 2021 – JULY 2021

CONTENT WRITER, TRACKER BD

- As part of the media monitoring team, I searched for articles based on client requirements and crafted timely synopsis.

FEBRUARY 2020 – JULY 2020

INTERN, TECH HIVE LTD.

- Worked with the marketing team in creating and running marketing campaigns.
- Handled and analyzed the company's social media handles and located KPIs.
- Increased content quantity by onboarding new partners (teachers and coaching centers).
- Planned and created content and handled customer queries.
- Successfully ran the show **Know the Unknown** for Tech Hive Ltd. which became the second most viewed video on the company's Facebook page.

SEPTEMBER 2019 – FEBRUARY 2020

GLOBAL SCHOOLS ADVOCATE, UNITED NATIONS SDSN - YI

- Searched and reached out to schools to give briefs about incorporating SDGs in the syllabus.

JULY 2018 – AUGUST 2018

VIRTUAL INTERN, MUNPLANET

- Created weekly social media plans and wrote PR articles and blog posts.

EDUCATION

JULY 2023

MASTER OF APPLIED FINANCE AND CAPITAL MARKET, BANGLADESH INSTITUTE OF CAPITAL MARKET

- Currently in 3rd Semester

DECEMBER 2021

POST GRADUATE DIPLOMA TAX MANAGEMENT, UIU AND FCTB

JUNE 2020

BACHELOR OF BUSINESS ADMINISTRATION, UNIVERSITY OF LIBERAL ARTS BANGLADESH

- CGPA 3.62
- Major in Finance and Minor in English

JUNE 2011

HSC, BIRSHRESHTHA NOOR MOHAMMAD PUBLIC COLLEGE

- GPA 5.00

MAY 2009

SSC, GOVT. SCIENCE COLLEGE ATTACHED HIGH SCHOOL

- Golden A+
- Achieved merit scholarship based on academic result from the Board of Intermediate and Secondary Education

TRAINING AND CERTIFICATIONS

- **Tally Prime**
LCBS Dhaka, May 28 – July 9, 2021
- **Advanced Data Analysis on Industry Standard and Widely Popular Statistical Package**
Bangladesh Research & Education Network (BdREN), Oct 3 – Nov 21, 2020
- **Customer Analytics (Online)**
Coursera, March 2019
- **The Fundamentals of Digital Marketing (Online)**
Google Digital Garage, February 2019

ACADEMIC PUBLICATIONS

1. Challenges of Green Banking in the Context of Bangladesh
2. Fall of Bangladeshi Film Industry: Reasons and Implications
3. Problems and Opportunities of E-Learning Platforms in Bangladesh: A Case Study of EduHive

SKILLS

- Microsoft Word, Microsoft Excel, Microsoft PowerPoint – Intermediate
- Adobe Illustrator – Beginner
- Tally Prime – Beginner (Learning)
- SPSS – Beginner (Learning)
- Typing Speed – 40+ WPM

EXTRA-CURRICULAR ACTIVITIES

- Volunteer, Volunteer for Bangladesh
- Campus Ambassador, mekATeam
- Member of ULAB Film Club and Business Club
- Creative Writing – Poetry, Short Story, and Essay.