

## **Profile of Md. Fazlur Rahman**



<b>Name</b>	<b>Md. Fazlur Rahman</b>
<b>Designation</b>	Admin & HR Officer, BILIA
<b>Educational Qualifications</b>	<ul style="list-style-type: none"><li>• Master of Business Administration (MBA) (Major-HRM) 2006, CGPA –3.25, Northern University Bangladesh (NUB), Dhaka</li></ul>
<b>Professional Training</b>	<ul style="list-style-type: none"><li>• Successfully completed the certificate course on “General English-upper intermediate-1” from the British Council, Satmasjid Road, Dhanmondi, Dhaka-1205 held from September 06, 2011 to November 06, 2011.</li><li>• Successfully completed the certificate course on “Business English-upper intermediate-1” from the British Council, Satmasjid Road, Dhanmondi, Dhaka held from May 26, 2011 to July 20, 2011.</li><li>• Successfully completed the Certification Course on “Human Resource Management (HRM)” (Course topics include-HR Planning, Job Analysis, Recruitment, Selection, and Socialization, Training and Development, Performance Appraisal and Rewards, Maintaining Employee Relations etc.) held from October 24 to November 27, 2010 at the Conference Centre of Bdjobs organized by Bdjobs.</li><li>• Successfully completed the Certification Course “Strategic HR Planning And Job analysis” held on May 22, 2010 at the Prothom-Alojobs conference centre, Kawran Bazar, Dhaka, organized by Prothom- Alojobs.</li></ul>
<b>Previous job Experiences</b>	Position : Junior Executive Name of Previous Employment (I) : PharmaScope, Avenue Group Duration : From June 01, 1998 to November 30, 1999

	Position : PS to Managing Director Name of Previous Employment (II) : Elixir Pharmaceuticals Ltd. & Housing Resources Management Ltd. Duration : From March 01, 1997 to May 30, 1998
<b>Contact Details</b>	<b>Mailing Address:</b> Md. Fazlur Rahman Admin & HR Officer, BILIA Bangladesh Institute of Law and International Affairs (BILIA) House # 22, Road # 22, Dhanmondi R/A, Dhaka-1205  <b>Telephone:</b> +880-2-222240057-58 <b>Fax:</b> +880-2-58155210 Mobile: 0174-6998630 <b>Email:</b> <a href="mailto:fazlu.bilia@org">fazlu.bilia@org</a>