



Md. Abid Hossain Khan

People Operations | Talent Management | MBA in HRM (Ongoing) | Business Development | Digital Marketing | Search Engine Optimization | Google & Meta Ads

Date of Birth: 21 November 2001

Present Address: Kallyanpur, Dhaka, **Home District:** Manikganj

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PROFESSIONAL SUMMARY

Dynamic and people-focused professional with over 5 years of experience in recruitment, team training, performance coordination, and operational management — all delivered remotely while pursuing an MBA in Human Resource Management (building on a BBA in Management). In my recent role as Senior Executive at Minds at Work Global, I successfully recruited, onboarded, and supervised team members, managed end-to-end training operations, coordinated cross-functional workflows, and oversaw payroll and financial reporting, achieving practical HR outcomes in a virtual business environment. Adept at aligning people, processes, and organizational goals. Now seeking an in-person HR Executive as part of my MBA to gain hands-on office experience, complement my remote work background, and build a strong foundation for a career in HR.

WORK EXPERIENCE

MAWbiz: Minds at Work Global

Job Condition: Remote

- ❖ **Senior Executive – Business Development & eLearning** (January 2024 – Present)
- ❖ **Business Development Executive** (January 2021 – December 2023)

Job Responsibilities:

- Directed overall eLearning operations, ensuring smooth trainer onboarding, scheduling, session moderation, and participant support.
- Oversaw training revenue analysis (gross, net, projected) and provided strategic insights to guide growth opportunities.
- Led digital marketing campaigns and ensured impactful website content (blogs, SEO, reports, animations) to boost brand presence and enrollments.
- Supervised creative content development, including promotional banners, certificates, and marketing assets.
- Recruited, trained, and managed team members while coordinating with cross-functional teams for operational efficiency.
- Handled client engagement, onboarding, and strategic partnerships to drive sustainable business development.
- Maintained oversight of financial reporting and salary disbursement, ensuring accuracy and compliance.

Technical & Software Skills: Microsoft Excel (Pivot Table, XLOOKUP, Conditional Formatting), Microsoft Word & PowerPoint, Google Sheets, CV Screening, Email & Calendar Management, Facebook Business Manager, Digital Marketing, Google Ads, Social Media Ads, Lead Generation.

EDUCATION

Hajee Mohammad Danesh Science and Technology University, Dinajpur	CGPA	Passing Year
MBA in Human Resource Management (Currently Running 2 nd Semester)	-	2025 – Present
BBA in Management	3.35	2020 – 2025
Dhaka City College HSC - (Business Studies)	4.92	2019
Govt. Mohammadpur Model School and College SSC – (Business Studies)	4.77	2017

REFERENCE

Md. Sazadur Rahman Shajib

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MD. ABID HOSSAIN KHAN
Signature