



ABDUS SATTAR

Seeking an HR internship position in a reputable organization to develop practical skills and contribute to effective employee management and organizational growth. Eager to learn from experienced professionals and support HR functions that drive positive workplace outcomes.

✉ md.pias9731@gmail.com

📞 01792226545

🌐 [linkedin.com/in/md-abdus-sattar](https://www.linkedin.com/in/md-abdus-sattar)

EDUCATION

MSS in ANTHROPOLOGY

University of Rajshahi

Passing year: 2021

BSS in ANTHROPOLOGY

University of Rajshahi

Passing year: 2020

HSC in SCIENCE

Agrani School & college, Rajshahi

Passing year: 2016

SSC in SCIENCE

Agrani School & college, Rajshahi

WORK EXPERIENCE

INTERN

Paradise Technologies Limited

06/2025 - Present,

IT based company; Banani, Dhaka

Internship in HR

Learning: I have learned to prepare documents such as company policies, resignation, and joining letters. I also assisted with office administration tasks like managing rent documentation, invoice records to help the workplace organized.

PERSONAL INFORMATION

Full Name : MD.ABDUS SATTAR

National ID No : 1952402103

Gender : Male

Religion : Islam

Contact : 01792226545

Permanent Address : Ramrampur,
Shapahar, Naogoan

REFERENCE

Md. Abdus Samad

Senior Officer, Meghna Denims Ltd.

Phone: +8801779013300

Email: samad@meghnadenims.com

Relationship: Brothern

MD. Masud Rana

Paradise Technologies Limited

Assistant Manager, Admin & HRD

Phone: +8801755513548

Email: masud.admin@paradisetele.com.bd

Relationship: Professional

SOFTSKILLS

- **SPSS & Computer Office Application** – University of Rajshahi (Feb 2022)
- **Computer Basics:** MS Word, Excel, PowerPoint, Access – Students Computer Training Center (Jan–Apr 2022)

RESEARCHPROJECT

Groundwater Use and Sanitation System in Barind Area: An Anthropological Study.

Researched groundwater use and sanitation in Barind area addressing water scarcity. Analyzed groundwater depletion and sanitation efficiency. Conducted community interviews and participatory observation. Explored community based water management approaches. Developed sustainable water use recommendations.

EXTRA CURRICULARACTIVITIES

- 1) Nutritional Anthropology with Special Emphasis Nutritional Status Assessment – University of Rajshahi.
- 2) Participated in “The Consumers’ Right Protection Act,2009” event at Shaheed SukhranJan Samaddar Teacher Student Cultural Centre, Rajshahi University.
- 3) **BNCC Cadet, University of Rajshahi (2017-2019)** — Engaged in community service and discipline-building activity
- 4) Actively volunteered with "**BADHAN**", organizing blood donation drives from 2017 to 2019."Contributed to community health awareness through outreach and engagement activities.

LANGUAGES

→BANGLA

Native or Bilingual Proficiency

→ENGLISH

Full Professional Proficiency

→HINDI

Professional Working Proficiency