



Ratul Islam Hira

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To enhance my education and professional skills in a stable and dynamic workplace. To solve problems in a creative and effective manner in a challenging position.

Professional Experience

Radiant Pharmaceuticals Limited

05/2022 - present

Admin & Operation Support

- **Corporate Hospitality:** Manage the professional guest experience for international stakeholders and executive visitors, ensuring a high-standard office environment.
- **Document Control:** Entrusted with the handling and distribution of confidential pharmaceutical records and executive correspondence across departments.
- **Logistics Coordination:** Support daily office operations by managing inventory, coordinating meeting room schedules, and assisting in the flow of administrative tasks.
- **Operational Efficiency:** Successfully streamlined the office supply request process, improving team resource availability and reducing delivery wait times.
- **Facility Support:** Ensure the continuous upkeep of executive office areas, adhering to strict corporate hygiene and organization standards.

Education

Bangladesh Open University

present

BBA (1st Year)

- **Relevant Coursework:** Principles of Management, Business Communication, Organizational Behavior.
- **Skills:** Balancing a full-time corporate role with academic studies, demonstrating high time management and discipline.

Government Rupnagar Model School and College

HSC - 3.17

- Commerce

Bhasantek School and College

SSC - 3.89

- Commerce

Achievements

- Streamlined the office supply request process, reducing wait times for department stationery by 20%.
- Maintained a 100% attendance and punctuality record over 3 years in a fast-paced pharmaceutical corporate environment.
- Entrusted with the handling and distribution of confidential pharmaceutical documentation and executive correspondence.

Key Skills

- Corporate Soft Skills: Advanced Corporate Hospitality, Stakeholder Communication, Professional Etiquette.
- Operations: Document Management, Inventory Control, Facility Coordination, Time Management.
- Tools: Microsoft Office (Word, Basic Excel), Professional Email Communication.
- Languages: Bangla (Native), English (Proficient), Japanese (Beginner – Self-study).

Interests

- Listening music
- Cooking
- Reading
- Learning new languages – beginner in japanese language