  RESUME OF MD. MAHFUZUR RAHMAN PALASH 

**MAILING ADDRESS**   **Md. MAHFUZUR RAHMAN PALASH**

**Chairman,**

**Three Brothers Enterprise Ltd.**

**House No # 02, Road No # 01, Block No # D, Ground Floor, Noboday Housing Limited, Mohammadpur, Dhaka-1207, Bangladesh.**

**CONTACT NO.        +8801727036006, +8801916180176, +8801670575704.**

**E-mail: palashprantor@gmail.com**

**Palash\_ 01727@yahoo.ca**

**CARRER OBJECTIVE**:

**To work in environment where the opportunity of self-assessment and improvement in both individual and group based jobs that frequently face various critical challenges and services the company with individual skills**.

**JOB EXPERIENCE**:

**Organization**             : **Panna Textile (Spinning) Mills Ltd.**

**Savar, Dhaka.**

**Position**                     : **Executive (Administration)**

**Duration**                   **: 01 June 1995 to 01 April 1997**

**Job Responsibilities**    :

       **To recruit new staff, confirm their appointment, Promotion, Demotion, Transfer, Termination and related works.**

       **To prepare the salary sheet and distribute these salary among the staffs and 300 workers.**

       **To propose increment of the salary of the assessing their performances of the top management.**

       **To maintain the attendance register and Conducting other activities as per the guide line of the company.**

       **Controlling the whole procedure of purchase department.**

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**Organization: Prominent Housing (A Real State Project    of Mohenagori Traders Ltd.)   Mohmmadpur, Dhaka-1207.**

**Position                    : Assistant Manager (Administration)**

**Duration                             : 02 May 1997 to 31 December 1999.**

**Job Responsibilities :**

       **To recruit new staff, confirm their appointment, Promotion, Demotion, Transfer, Termination and related works.**

       **To prepare the salary sheet and distribute these salary among the staffs.**

       **To propose increment of the salary of the assessing their performances of the top management.**

       **To maintain the attendance register and Conducting other activities as per the guide line of the company.**

       **Controlling the whole procedure of purchase department.**

       **Controlling the Flat sale, Logistic support, Goods and Material purchase for Construction works, and take necessary action against the default clients.**

       **Drafting the allotment letter, Deed of allotment & registration formalities and regulated works.**

**Organization           : Alam Group.**

**28, Dilkusha C/A, Dhaka- 1000.**

**Position                     : Manager (Administration)**

**Duration                             : 01 January 2000 to 30 June, 2001**

**Job Responsibilities :**

       **To recruit new staff, confirm their appointment, Promotion, Demotion, Transfer, Termination and related works.**

       **To prepare the salary sheet and distribute these salary among the staffs.**

       **To propose increment of the salary of the assessing their performances of the top management.**

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       **To maintain the attendance register and Conducting other activities as per the guide line of the company.**

       **Controlling the whole procedure of purchase department.**

       **Controlling the activities from Purchasing stone from Sylhet and crash the stone at factory, this situated at Kachpur.**

       **To sell the stone chips towards the market surrounding the whole Bangladesh.**

       **Controlling the rental proceeds of Cargo Vessels which owned by the company.**

**Organization           : Sandhani Life Insurance Co.Ltd.**

**Head Office: Taranga Complex (4th Floor)**

**19, Rajuk Avenue, Motijheel C/A,**

**Dhaka-1000**

**Position                     : Line Chief (Administration)**

**Duration                             : 01 July, 2001 to 30 June, 2008.**

**Job Responsibilities :**

       **To recruit new staff, confirm their appointment, Promotion, Demotion, Transfer, Termination and related works.**

       **To prepare the salary sheet and distribute these salary among the staffs.**

       **To propose increment of the salary of the assessing their performances of the top management.**

       **To maintain the attendance register and Conducting other activities as per the guide line of the company.**

       **Controlling the whole procedure of purchase department.**

       **Controlling the whole procedure of the Personal Management System (PMS).**

       **Controlling of indoor staff salary costing.**

       **Controlling and allotment of hair purchase basis Motor Cycle & Car.**

       **Fixing salary & Increment which discussing with top management.**

       **Controlling the whole procedure of the company T.A & D.A.bill payment department.**

       **Conduct training program base on executive l**

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       **Taking action on default cases of hair purchase project.**

       **To control of receiving and delivery (RD) of official correspondence of the company.**

       **Management of all utility services like Gas, Water, Electricity, Telephone and other related bills.**

       **To prepare the salary sheet of development officers. Attachment Detachment and works.**

       **Different types of incentives based on target given to the staffs.**

       **To approve the organizational offices this situated in the different place of the country.**

       **Conducting the council and development meeting.**

       **Circulating the different types of notices.**

       **Conducting the activities as per the decision of the top management.**

       **Additionally to controlling the whole procedure of legal side of the company**.

**Organization           : Domicile Design & Builders Ltd.**

**Ring Road, Shyamoli, Mohmmadpur,**

**Dhaka-1207.**

**Position                     : Deputy General Manager**

**Duration                              : 01 July 2008 to 31st December 2013**

**Job Responsibilities      :**

       **To recruit new staff, confirm their appointment, Promotion, Demotion, Transfer, Termination and related works.**

       **To prepare the salary sheet and distribute these salary among the staffs.**

       **To propose increment of the salary of the assessing their performances of the top management.**

       **To maintain the attendance register and Conducting other activities as per the guide line of the company.**

       **Controlling the whole procedure of purchase department.**

       **Controlling the Flat sale, Logistic support, Goods and Material purchase for Construction works, and take necessary action against the default clients.**

       **Drafting the allotment letter, Deed of allotment & registration formalities and regulated Works.**

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**SUMMERY OF EDUCATIONAL QUALIFICATION:**

**Record – 1:**

**Name of Examination         : Master of Arts** **( 1st part)**

**Major Courses                    : Islamic History**

**Name of Institution            : Korotia Saadat University College, Tangail.**

**University                             : National University**

**Results                                  : 3rd Class**

**Year of Passing                  : 2001**

**Record – 2:**

**Name of Examination         : Bachelor of Arts (Pass)**

**Name of Institution            : Chowhali Degree College, Sirajgonj**

**University                             : National University**

**Results                                  : Second Class**

**Year of Passing                  : 1997**

**Record – 3:**

**Name of Examination         : Higher Secondary Certificate (H.S.C)**

**Group                                                : Science**

**Name of Institution            : Chowhali Degree College, Sirajgonj**

**Board                                   : Rajshahi Board**

**Results                                  : Second Division**

**Year of Passing                  : 1993**

**Record – 4:**

**Name of Examination         : Secondary School Certificate (SSC)**

**Group                                                : Science**

**Name of Institution            : Gayhatta Uday Tara High School, Tangail**

**Board                                                : Dhaka**

**Results                                  : Second Division**

**Year of Passing                  : 1987**

**OTHERS QUALIFICATION:**

**Completed of short course on “Departmental Enquiry” from the Institute of personal Management Mohammadpur, Dhaka-1**

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**OTHERS EXPERIENCE:**

     **I understand of all documents of land purchase.**

     **Basic understanding of Business Letter and Proposals.**

**COMPUTER APTITUDE :**

**I am capable to work MS Word, MS Excel, MS Power Point, Internet Browsing etc**.

**HOBBY                    :**

**Traveling, Gardening, Reading Books, Listening Music and Looking T.V.**

**SOCIEL ACTIVITIES:**

**a.    Advisor Dhaka Press Club, Human Rights Division.**

**b.     Member Secretary of Nagarpur Elite Society at Dhaka.**

**c.     Ex-Footballer of Divisional Team at Dhaka.**

**d.    Sports secretary of Mitali Shanga, Gayhatta, Nagarpur, Tangail, for the period of 1988 to 1992.**

**e.    Hono’ble life member of Srijoni pathagar, Gayhatta, Nagarpur, Tangail.**

f.      **Founder President of Nayapara Eleven Star Sporting Club, Gayhatta, Nagorpur, and Tangail**.

**ABROAD VISIT:**

**India, China, Nepal, Bhutan & Myanmar.**

**CERTIFICATION       :       I Undersigned, Certify that to the best of my knowledge belief this personal resume (Curriculum Vitae) correctly described my Qualification my experience and my self.**

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**PERSONAL INFORMATION**:

**Name                                        : Md. Mahfuzur Rahman.**

**Nick Name                                : Palash**

**Father Name                           : Md. Azizur Rahman**

**Mother Name                          : Mrs. Masuda Rahman**

**Date of Birth                           : 01 February, 1973**

**Place of Birth                          : Tangail**

**Nationality                               : Bangladeshi (By Birth)**

**Religion                                   : Islam (Sunni)**

**Marital Status                         : Married**

**Height                                       : 5'4'**

**Blood Group                           : O+ (Positive)**

**Permanent Address          : Vill- Gayhatta (Nayapara), PO- Gayhatta,**

**P.S- Nagarpur, Dist. - Tangail**.

**LANGUAGE PROFICIENCY:**

**Have a good command over reading, writing &   speaking both Bengali & English.**

**REFERENCES                         :**

**Mr. Azit Chandra Aich**

**Deputy Managing Director**

**Sandhani Life Insurance Co. Ltd.**

**Md. Rakibul Islam (Rakib)**

**General Manager**

**Ema Group of Company**.

**Mr. Sushanto Pramanik**

**Deputy Managing Director**

**Sandhani Life Insurance Co. Ltd.**

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**Now I am working in our self Institute as a**

** Founder** **General Secretary,**

**Nagarpur Diabetic Samity**

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 **Three Brothers Enterprise Ltd.**

        **Adviser,**

 **Dhaka Press Club, Human Rights Division.**

        **General Secretary,**

**Global Human Rights & Environment**

**Development Society.**

        **Member Society,**

 **Nagarpur Elite Society at Dhaka.**

        **Executive Member,**

**Nagarpur Samobaya Samity**

       **Senior Staff Reporter**

**THE BHOERE CHETANA.**

**Sincerely Yours**

**(Md.Mahfuzur Rahman Palash)                                                         Page 08 of 08**