



**RESUME OF-**  
**Mrs. Hosnara Begum Ruma**

**MAILING ADDRESS:**

H : 1981/A Road :Mazarpara, Uttarkhan  
1230.

**PERMANENT ADDRESS:**

Village-Dulal Pur. P.O: Amin Pur Uttara-  
Pur- 1440. P.S- Sonargaon.  
Dist - Narayangonj.

**CONTACT** (Mobile/Phone/E-Mail) **NAMBER** : Mobile: 01714-216619.  
E-Mail: rumaalom@yahoo.com

**CAREER OBJECTIVE:** To build up a dedicating, proactive, dynamic, challenging & motivating career.

**BIOGRAPHICAL INFORMATION:**

Father	: Md: Akkas Ali Mullah.
Mother	: Alhaz Lutfunnessa Begum.
Hasbent	: Md. Sha Alam.
Date of Birth	: 13 <sup>th</sup> January 1980.
Religion	: Islam (Sunni).
Nationality	: Bangladeshi by Birth.
Marital Status	: Married.
Sports and Hobby	: Handicrafts, Reading, Drawing, Singing Photography, Traveling.
Language Proficiency	: Bengali & English– written & spoken both.

**EDUCATIONAL ATTAINMENT:**

Academic:

Post Graduation

: M.A Year passing-2007,  
Jagannath University.  
Result: Second Class.

Graduation

: B.S.S under National University.  
Year passing-2002,  
Result: Second Class.

Under Graduation

: H.S.C.(Arts),Year Passing-1999  
Sonargaon G R Inst: School & College,  
Under Dhaka Board.  
Result: Second Division.

: S.S.C.(Science),Year Passing-1997  
Sonargaon G R Inst:School & College,  
Under Dhaka Board.  
Result: Second Division.

**Non Academic:**

Training:

**COURSE ELEMENTS:**

Tally ,ISP (Marketing & Sales) -3Months –Under- Geotel  
Bangladesh .Year-2007, Basic Training on  
ECD- Under-VERC -20 Days,Year-2006, Handicrafts – Under-  
Hate Bunano-15 Days, Year-2004, Training Motivation-05 Days,  
Under- VERC- Year-2003.

**Computer Application**

:Tally, MS Word, MS Excel, Internet Sufing.

**EMPLOYMENT:**

Present Status

(13.07.2009 to Till to Date)

Asst.Manager

Admin & Customer Relation (All of Company )

System Engineering Ltd.

House # 01, R# 03, Sector # 01

Uttara,Dhaka-1230.

Previous Status

(03-05-2008 to 10-06-2009)

Admin Asst

Admin & HR

Esquire Knit Composite Ltd,

Kanchpur, Sonargaon, Narayangong.

Phone: 9129396, 9113161

**Responsibilities Carried out in HR & Admin Field :**

Preparation yearly increment of the employee on the basis of performance evaluation.

Follow-up the routine administrative work like employee's daily attendance, personnel file, leaves record etc.

Preparation of monthly attendance statement for salary calculation, salary & overtime disbursement and submit settlement report to accounts department after disbursement.

Taking all kinds of disciplinary procedure as per company service rules where necessary.

Preparation all kinds of Notice, Office Order etc.

Arrange all local purchase like stationary, printing, spares, furniture, maintenance item etc and control the stock and monthly inventory.

Look after cleanness, employee's health & safety.

Control security staffs and preparation of duty roster of the security guards.

Control company transport.

Control photocopy machine, PABX, Fax, etc.

Performing many other job assigned by the top management.

Visa processing, Trans port maintain ( Insurance, tax registration paper update )

Ensure the daily administrative work.



Mrs Hosneara Begum Ruma.

Signature of incumbent