**MD. IQBAL HOSSAIN**



C/o: Md. Tipu Sultan

House# 674/2 (1st Floor), Road # 06,

Shahinbag, Tejgaon, Dhaka.

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**Key Competencies:**

Being a business graduate I have got extensive knowledge and expertise in the field of HR Operations, Industrial Relations and Administration. I worked for different business conglomerates for a period of more than six years. [I](http://reliefweb.int/organization/solidarit%C3%A9s-international) wish to be part of a dynamic team of an organization which would excel my aspiration and capacity level providing a challenging opportunity to combine exceptional interpersonal and management skills.

**Work Experiences:**

1. 3rd September 2014 to till now.

**Sr. Manager**

Administration & Business Development.

Knight Securities Ltd.

Uttara, Dhaka-1230.

**Responsibilities were:**

* Monitoring and implementing personal development plans and appraisals for staff
* Maintains human resource staff by recruiting, selecting, orienting, and training employees
* Communicating with departmental managers & top managements.
* Ensures planning, monitoring, and appraisal of employee work
* Maintain employee profile and keep record of all employees data
* Supervise payroll and compensation management & disciplinary action and grievance handling as per organization policy
* Develop, monitor Job Descriptions, Job Specification and KPI (Key Performance Indicators)
* Market Research & Business Development ,Team development for its continuous growth
* Responsible for order processing & ensuring to delivery
* Supply Chain Management, Distribution Mapping and Coverage & Responsible for Forecasting, Inventory Management and Cash Flow

1. 1st March 2011 to 2nd September 2014.

**Executive-HR**

Runner Automobiles Ltd. (Bhaluka Factory)

Bhaluka, Mymensingh, Bangladesh.

**Responsibilities were:**

* Oversight HR Operations for 500 employee of the factory
* Communicate and coordinate with corporate HR in the HQ
* Facilitate training and workshops for the staff and workers
* Leading and facilitating factory recruitments
* Updating and disseminating corporate HR policies and procedures
* Job analysis and payroll management for the factory HR
* Attendance and leave management
* Generating HR and management reports and communicating to the HQ
* Conducting Performance Appraisal for the employees
* Handling disciplinary issues
* Coordinating local government authorities for factory regulatory documents
* Promoting CSR activities and facilitating CSR implementations of the company
* Arranging logistics and protocol support for the visitors and company officials
* Arranging payments for utilities of the factory
* Handling employee relations and staff welfare
* Arranging staff payments for benefits and entitlements
* Maintaining HR database and documentation

1. March 2008 to February 2010

**Administrative Officer**

Fast Properties Ltd, 99 Sher Shah Suri Road, Mohammadpur, Dhaka, Bangladesh.

**Responsibilities were:**

* Carrying out administrative tasks and supervising support staff.
* Handling disciplinary issues
* Handling transport management.
* Office maintenance and security management.
* Processing utility bills and other payments.
* Handling petty cash.
* Staff attendance and leave management.
* Procuring stationeries and office equipments
* Organizing meeting with multi stakeholders and government bodies
* Drafting the official letters & documents.
* Office documentation
* Vouching the official expenditure.
* Office inventory and asset management

**Education:**

2015 -MBA major in HRM, World University of Bangladesh.

2000 - BA from Gov. Titumir College, Third Class, National University.

1997 - HSC from Lohagara Adarshya College, Second Division, Jessore Board.

1994 - SSC from Lakshmipasha Adarshya Bidyalaya, First Division, Jessore Board.

**Computer Knowledge:**

MS Office packages, Spread Sheet analysis, Power Point and Net browsing.

**Training Course:**

**Course Name: Productivity, Trained by NPO (GOVT)**

Place: Runner Automobiles Ltd. Factory, Time: 2 Days, Year: 2013

**Personal Information:**

Fathers name: Md. Mohiuddin Mollah, Mothers name: Late Rokeya Begum, Religion: Islam, Permanent Address: Vill+Post: Lakshmipasha, Upozila: Lohagara, District: Narail.

Date of birth: 7 september, 1978.

**Reference:**

**2. Md. Shah Alam (Alam)**

GM,

Roselink Composite Ltd.

Konabari, Gazipur.

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**1. Rahat SIKDAR, PhD**

Enterprise Advisor

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