**CURRICULUM VITAE**

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| **Mailing Address:**  **House-13, Road-11, Mirpur-12,**  **Block-C, Dhaka-1216**  **Mobile: +8801710246237**  **E-mail: sah.niamot@gmail.com** |

***Of***

**SHAH NIAMOT TULLA**

**Career Objective:**

Unique objective is to have a sound contribution as a responsible executive position for the development of a renewed and well-structured organization by rendering hard work, utilizing creative aptitude and successfully apply acquired managerial and interpersonal skills through enthusiastic career to enhance organizational efficiencies.

**Career Summary:**

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| **Name of Exam** | **Major/Group** | **GPA/CGPA** | **Year of passing** | **Board/University** |
| MBA | HRM | 3.625 (4) | 2013 | International Islamic University, Chittagong |
| BBA | HRM | 3.175 (4) | 2009 | International Islamic University, Chittagong |
| HSC | Business Studies | 3.90 (5) | 2005 | Rajshahi |
| SSC | Humanities | 3.25 (25) | 2003 | Rajshahi |

**Professional Diploma:**

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| **PGDHRM** | **HRM** | **3.21** | **2014** | **Bangladesh Institute of Management** |

**Extra Curriculum:**

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| **Organization** | **Curriculums** | **Topic** | **Duration** |
| Bureau Veritas (Bangladesh) Private Limited | Health & Safety, Fire Safety. | Internal HSE Induction Training | One Day-2013 |
| Bureau Veritas (Bangladesh) Private Limited | **ISO 9001:2008** | Awareness Courses on QMS- an overview on this program. | 5 Days-2014 |
| Syngenta (Bangladesh) Ltd. | Workshop (HR) | About basic Idea of HR | 1 Week-2009 |
| BSHRM | Best HR Practices in BD | HR practice & Reality | 0ne Day-2013 |
| IBBL | Internship Program | Different investment modes | 3-Months |
| BSHRM | **HRIS** | Practice & Implement of HRIS | 3-days |

**Job Experience:**

1. **Position : Executive Admin & HR**

Organization : Bureau Veritas (Bangladesh) Private Limited

**Duration : From 11th July, 2013 to continue**

Location : Nur Empori, House-77, Road-11, Block-M, Banani, Dhaka-1213.

**Duties & Responsibilities :** Purchase &procurement, Indoor & outdoor logistic support Payroll, maintain recruitment procedure, arrange training program, providing presentation on different training, maintaining invitation procedure of foreign guests,hotel reservation for foreign & local guests, guests pick & drop from airport & Hotel, Air ticketing for local & foreign guests, office maintenance, conducting training, Proper documentation of car requisition, Receiving & Checking Vendors bills, requisition, plumbing, telephone technicians) participate in disposal, handling grievance, provide training development, Job evaluation, ID card for employee. Other duties and responsibilities assigned by top management time to time.

1. **Position : Executive HR**

Organization : **IDLC Finance Limited**

Duration : **From 5th January, 2013 to 30th  May, 2013**

Location : Mirpur-10, Dhaka-1216

**Duties & Responsibilities :** Arrange training & employee orientation program, reservation of hotel & venue**,** payroll, implementing HR plan & policy, dealing recruitment process, preparing job description of employees, run all official tasks, hotel reservation for foreign & local guests, office maintenance, guests pick & Drop from airport & Hotel participate in official procurement; making ID Card & Business card of employees.

1. **Position : Admin Oficer**

Organization : Best Business Bond Ltd. (3BL)

Duration : **From 5th July 2011 to 30 December, 2012.**

Location : Panthopath, Dhaka.

**Duties & Responsibilities :** Managing of all the official documentation, office Management, ensure all official business card, letter head, ID card for employee, receiving & checking Vendors Bills, plumbing, & office maintenance. Providing internal software training such as Accounts, HR ERP, POS, Payroll, MIS, Procurement etc.

**Language Proficiency:**

**English : Well versed in both written and Spoken in English.**

**Bengali : Mother Tongue**

**Acquired Skills In Computer Application:**

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| **Operating System** | **Windows XP, Windows 7&8, Photo Shop.** |
| **Real Time Software** | **HR & Inventory Management Software, POS, Accounts, Garment & real Estate ERP** |
| **Application Package** | **MS-Word, Excel, Power Point, Access** |
| **Communication Package** | **Any kinds of internet Browsing.** |

**Personal Information:**

Mother’s Name : Mst. Nazma Begum

Father’s Name : Md. Abdus Samad

Present Address : Kanchontala, Boalia, Gomastapur, Chapai Nawabgonj.

Date of Birth : 19/11/1987

Gender : Male

Marital Status : Married

Religion : Islam (Sunni)

Nationality : Bangladeshi

National ID No. : 2696402512799

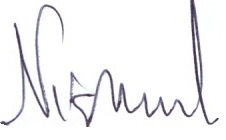
Height : 5’ 5’’

Blood Group : A+ (Ve)

**Reference:**

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| **1** | **2** |
| Azizur Rahman  Asst. Manager (Admin)  Bureau Veritas (Bangladesh) Private Limited  Cell:+8801818081040  E-mail: azizur.rahman@in.bureauveritas.com | Md. Musharrof Hossain  President & Chairman, BSHRM & ICDDR,B  BSHRM Bhabon, Dhaka.  Cell:+8801713042774  E-mail: m.hossain@gmail.com |

**Declaration:**

I declare that, the above information is true and correct to the best of my Knowledge.

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| Shah Niamot Tulla |