



# Md. Ohidul Islam

Asst. Manager - HR & Admin

## Contact

✉ ohidulislam89@gmail.com

☎ 01673335805

☎ 01811416645

📍 67, Lake Circus kolabagan.  
Dhanmondi .Dhaka-1205

## Educations

### PGDHRM - HRM

*Bangladesh Institute Of Human  
Resource Management*

Passing year: 2015

**3.55 out of 4.00**

### BBA - HUMAN RESOURCE MANAGEMENT & MINOR- MARKETING

*United International University*

Passing year: 2014

**3.03 out of 4.00**

### H.S.C - BUSINESS STUDIES

*Birsreshtha Munshi Abdur Rauf  
Rifles college*

Passing year: 2008

**4.70 out of 5.00**

### S.S.C - BUSINESS STUDIES

*B.C.S.I.R. High School*

Passing year: 2006

**4.44 out of 5.00**

## Skills

- Word Process Data Entry
- Web Research
- Data Collect
- Microsoft Word.
- Microsoft Excel.
- Microsoft Access.
- Microsoft Power point.
- Internet Browsing.
- Able to type in English with the speed of **45-50 WPM (95% accuracy)** and **Bengali** typing speed **20 WPM**.

## Career Objective

Developing a successful career in a national or international organization, utilizing my innovative skills and potential to work in participatory approaches to effectively contribute through facing new challenges, where my strong sense of responsibility, efficiency, and willingness to learn will be highly valued.

## Experiences

### ASST. MANAGER - HR & ADMIN

#### Monico Technologies Ltd.(Finder GPS Tracing)- A concern of Monico Group

Monico Bhaban, 26-27 Ringroad, Adabor, Dhaka-1207

Feb 01, 2015-present

#### Key Responsibilities:

##### # Human resource related:

- Look after the HR matters including staff management, forecasting and employee need assessment.
- HR Planning, Manpower sourcing, screening, selection, recruitment, placement, orientation & Ascertaining job description.
- Training & Professional Development, Counseling & Motivation
- Conducting Annual Performance Appraisal, Promotion, reward and work force transfer.
- Preparing appointment agreement.
- Providing proper guidelines to improve employee performance.
- Conduct the employee exit process.

##### #Administrative works:

- Ensure working environment, Time keeping, Attendance, Leave Management.
- Prepare Official Letter, Order, Drafting Agreement etc.
- Organization Development, Security & Safety Issues.
- Arrange various Meeting & Co- ordinate with different departments .
- Monitor all activities through CCTV in the office premises.
- Approve bills and vouchers entry and check validity of all purchases.
- Update important documents of BTRC, BASIS and prepare necessary agreements
- Requisite for office inventory purchase and prepare monthly inventory budget.
- Ensure Electronic Data Management System & all HR and administrative documents.
- Ensure disciplinary action as per Organization rules .
- Execute HR & Admin department's budge .

### EXECUTIVE - TALENT ACQUISITION

**Matrix Management Consultants(MMC)** Niketon Road - 08, House no - 77  
(7th floor)

Mar 08, 2014 - Oct 31, 2014

#### Key Responsibilities:

##### # Human resource related:

- Source, short listing, and Hire Candidates.
- Arrange Final interview schedule with Candidates.
- Develop and implement sourcing and recruiting plan according to clients requirement.

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- honesty and integrity

## References

### Md. Khalid Bin Anwer

Asst. General Manager, Monico Technologies Limited

**Address:** Monico Bhaban, 26-27 Ring road, Adabor. Dhaka

**Email:** khalid@finder-lbs.com

**Contact:** +8801811447934

**Relation:** Professional

### Ashfaq Amin Chowdhury

Head of HR, Us – Bangla Airlines

**Address:** House-77, Sohrawardi Avenue, Baridhara Diplomatic Zone Dhaka-1212

**Email:** ashfaq168@gmail.com

**Contact:** +8801713339978

**Relation:** Professional



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**Md. Ohidul Islam**

**Date :**

- Communicate with each client in a professional manner and directly aligned with the clients.
- Execute all types of official administrative work.
- Manage and update employee database.
- Conduct reference calls for each eligible candidate.
- Conduct Job analysis and preparing Job Descriptions.
- Maintain and update daily expenditure data base.
- Provide regular updates on different issues and deliverable dates to the clients.
- Organization visit and collect various information's for consultancy purpose.
- Work directly with lead consultant to establish individual activity and result expectation .

## Professional Training

- **Certified Training on “How to become HR Professional” from Renaissance Consultants Ltd conducted in Dhaka, Bangladesh.**
- **Certified Training on “Talent Management” from BSHRM and SHRM INDIA in Dhaka, Bangladesh.**
- **3 months Internship in General Banking Division at Shah jalal Islami Bank Bangladesh LTD.**

## Personal Information

Date of Birth : 28/09/1989

NID Number : 8223820872

Blood Group : B (+Ve)

Father's Name : Md. Nazrul Islam

Mother's Name: Parvin Islam

Permanent Address : 67, Lake Circus kolabagan. Dhanmondi .Dhaka-1205

## Language

Bangla  100%

English  60%

## Confidence

I am a bright, creative, active, dynamic, good-looking, and outgoing individual with a strong inter-personal skill set and the capacity to work at a fast speed on my own initiative.

## Declaration

I am undersigned, hereby declare that all the information included here are true to my knowledge. If required and where applicable, this document can be supported by appropriate authentic certificates.