



MD. Neamat Ullah (Fahim)



Contact

✉ neamatullah.bracu@gmail.com

☎ +8801930-517052

[in Neamat Ullah](#)

[f Fahim Khan](#)

Flat#303, Road#9, Udayan
Housing Society
Madhumita Road, Tongi,
Gazipur.



Career Objective

To become a global ethical corporate inspired by multi-cultural perspectives, attitudes, beliefs and taste. Taking the rapid growth of technology as a blessing in constant self-development and projects.



Professional Experience:

Sr. Executive, Human Resources, NZ Group, July 2018 - Present

- Receive manpower requisition form (MRF) from various departments and manage approval from the head of HR.
- Circulate Job Vacancies on different platforms eg- BdJobs, Linked In, Facebook and so on.
- Assess candidates to ensure qualification match, cultural fit and compatibility.
- Conduct overall recruitment procedures including all the departments & functions.
- Prepare various types of HR related letters eg- offer letter, appointment letter, promotion letter and so on.
- Assure smooth processing of employee's personal file with proper documentation.
- Prepare job description for the recruited employees.
- Assess performance management procedures and yearly promotion processes.
- Conduct Induction Program for the new employees.
- Work on company branding related issues on various digital platforms.
- Look after some of the administrative tasks.

Executive, Human Resources, Ananta Group, May 2016 - June 2018

- Worked with manpower requisition form and manage approval from HR director.
- Conducted recruitment and selection process.
- Prepared monthly manpower analysis report.
- Maintained employee records.
- Fixation of salary, increment and promotion for employees.
- Operated VERTEX & ERP software to trace employee's information.
- Prepared notices and advertisements for the vacant staff position.
- Conducted staff training session and Orientation.
- Worked on Probation and performance management of employees and workers.

Intern, Supply Chain Management, ACI Limited, January 2016- April 2016

- Issued letter for opening and closing of LC and maintain liaison with banks for commercial purpose.
- Prepared requesting letter to send to banks.
- Updating HS Code, assemble value, bill number and appraisal date in system.
- Responsible for commercial aspects such as bill of entry, commercial invoice and customs assessments.

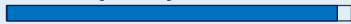


Key skills & Strengths

Computer

- MS Word
- MS Power Point
- MS Excel
- MS Publisher
- MS Visio

Vertex (HRM)

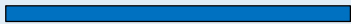


ERP

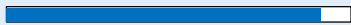


Language

Bangla



English



Education:

Bachelor of Business Administration (BBA), 2016

Major: Accounting

Minor: Human Resources Management

BRAC University

Higher Secondary School Certificate, 2010

Group: Business Studies

St. Joseph Higher Secondary School, Dhaka

Secondary School Certificate, 2008

Group: Science

Joytura SRMS High School, Laxmipur



Training & Workshop:

- A Training on Labor Law of Bangladesh, 2006, **Ministry of Labor & Employment, Bangladesh, 2018**
- Job Elimination & Disciplinary Action (Bangladesh Labor Law - 2006), Ananta Group, 2017.
- Inventory Management & Control, BGMEA, 2017.
- TtT Program for the Safety Committee Members, Alliance for Bangladesh Worker Safety, 2017.
- Training on ERP, Ananta Group.
- Professional Skills Development, BRAC University, 2015.



Extra-Curricular: Activities

- BRAC University, BRAC University Premier League, Captain (2015)
- BRAC University, Cricket BRAC University, Manager (2012-2013)
- BRAC University, Cricket BRAC University, Equipment Manager (2011-2012)
- Saint Joseph Higher Secondary School, Debater (2008-2010)



References:

Engineer Md. Abul Bashar Khan

Contract Specialist

SMEC

Contact Number: +8801715003703

Email: bashar.khan@smec.com

Mr. Safayet Chowdhury Jason

Assistant General Manager, Sales

Rancon Motors Limited

Contact Number: +8801713142101

Email: safayet.chowdhury@rangs.com