

CURRICULUM VITAE



Shakir Mahmud Nuri

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Career Objective

To build up my career in a Multinational Company as a HR, Administration & General Affairs as well as intend to join in a team where responsibility and commitment are required, where dignity of works provides job satisfaction and place of works provides potential avenues for learning, growing & developing to achieve the level of hierarchy.

Work Experience & Project Information

Name of Company: OTJ JV – JFE Engineering Corporation (Obayashi Corporation, TOA Corporation & JFE Engineering Corporation Joint Venture)

Position : General Affairs Manager

Department : Administration

Location : Bangabandhu Sheikh Mujib Railway Bridge
Construction, P – WD1, Tangail, Bangladesh.

Duration : 02nd May 2021 to Continue

Name of Company: TEKKEN-AML-YBC JV (Tekken Corporation, Abdul Monem Ltd & Yokogawa Bridge Corporation Joint Venture)

Position : Assistant Manager - HR & Administration

Department : Administration

Location : Kalna Bridge Project, CBRNIP, P-A1,
Kashiani, Gopalganj, Bangladesh

Duration : 18th September 2018 to 25th April 2021

Name of Company: Larsen & Toubro Limited (L&T Power)

Position : Senior Officer - HR & Administration

Department : Administration

Location : Bibiyana South 400MW
Combined Cycle Power Plant Project,
Parkul, Habigonj, Bangladesh

Duration : 1st Jan 2018 to 6th September 2018

Name of Company: Larsen & Toubro Limited (L&T Power)

Position : Senior Officer – HR & Administration

Department : Administration

Location : Sikalbaha 225MW + 10% Combined
Cycle (Dual Fuel) Power Plant
Chittagong, Bangladesh

Duration : 15th June 2016 to 15th December 2017

Name of Company: MESH Group

House No- 38, Road No- 13 Sector -14,
Uttara, Dhaka.

Position : Manager – HR & Administration

Department : Administration

Duration : 1st Jan 2016 to 9th June 2016

Name of Company: Daewoo Engineering & Construction Co. Ltd.

Position : Administrator – HR & Administration

Department : Administration

(I) Project Location - Algeria

Name of Project : Boughezoul New Head Office Project
(OAAH1, Emp. -279)
Ville Nouvelle De Boughezoul, Medea.

Employee Id No. : BGD0089087

Duration : 22th Nov 2013 up to 21st May 2015.

(II) Project Location - Papua New Guinea

Project Name : PNG LNG Project
(PU390 & Emp. -12077)
Papua New Guinea Liquid Natural Gas.

Employee Id No. : BGD0012099

Duration : 26th July 2011 up to 25th Sept. 2013.

(III) Project Location - Libya

Project Name : Tripoli Hotel Project
(JW Marriot Hotel- PE440)

Employee Id No. : BGD0041682

Duration : 28th April 2009 up to 30th Mar. 2011.

Name of Company: Shifa Group

Jamgora, Ashulia, Saver, Dhaka,

Position : Admin Officer

Department : Administration & HR

Duration : 1st of July 2008 up to 15th of Dec. 2008.

Job Responsibilities & Achievements

Overall Responsibilities (Previous & Present):

- ❖ Maintain attendance and office discipline & Monitor official do and don'ts
- ❖ Supervise & manage the support staff to ensure that the assigned tasks are completed in effective and timely manner.
- ❖ Expert on Official HRMS System such as Manpower Pool, Demand & Selection, HR Management, Time sheet & payroll and Reporting.
- ❖ Ensure proper documentation & register of employee's movement & communication
- ❖ Checking the invoices, bills prior to payment related to office maintain and other related matter. Seating arrangement of the employee's
- ❖ Distribution of mobile sim, cards to the staff as well as corresponding with mobile operating system
- ❖ Store management of office stationery & also responsible for office beautification.
- ❖ Control and allocation of official vehicle and checking fuel bill consumption and tax token, insurance etc.
- ❖ Supervision of all drivers, securities and other logistic personnel
- ❖ Prepare monthly attendance for salary completion
- ❖ Administrative correspondence with Govt./ Non-Govt. organization as requested
- ❖ Coordinate all types of meetings for senior management, general staff meetings as instructed
- ❖ Oversee office maintenance and upkeep of furniture, sanitary items, wall paintings and civil aspects of the premise
- ❖ Manage legal issues with employees and handle grievances
- ❖ Ensure maintenance of all office equipment, monitor and maintain effective functionalists of Electricity, Generator, Computers, CCTV, Internet, Water supply and air coolers.
- ❖ Managing all HR operations and delivery systems including sourcing, compensation, training, compliance, employee relations, HR Management Information Systems, talent management, performance management, personal and team development, manpower planning etc.
- ❖ Expert on Official HRMS System such as Manpower Pool, Demand & Selection, HR Management
- ❖ Manage payroll, performance, compliance, disciplinary and welfare issues (including staff canteen) in coordination with Group HRD & Head office
- ❖ Contact for all Admin & HR-related queries, Administer HR-related documentation, such as offer letters, contracts of

employment, leavers and pensions information.

- ❖ Ensure the relevant HR database is up to date, accurate and complies with relevant legislation.
- ❖ Responsible for the timely and accurate delivery of payroll, benefits, and employee relations programs and client service.
- ❖ Manage the new joiner process from offer letter through to joining instructions and induction.
- ❖ Manage the absence recording system, manage the holiday recording system and administer the probationary review periods.
- ❖ Provide support in investigations for disciplinary and grievance procedures.
- ❖ Assist in the recruitment process - i.e. Liaise with recruitment agencies, set up interviews and issue relevant correspondence.
- ❖ Process payroll and maintain payroll information as required. Prepare and maintain related payroll records and reports.
- ❖ Document workflow and work procedures and conduct appropriate audits to ensure data integrity.
- ❖ Supervise workers activities in camp and job site check the internal performance of worker under rules & regulation of employer and prepare report to administration department for necessary action.
- ❖ I am also responsible for all welfare and other facilities of workers & administration accounts through company rules.
- ❖ And provide all sorts of Office Management supports.
- ❖ Resolve any conflict or grievance pertaining to job or the working environment as per HR policy guidelines.
- ❖ Supervise and coordinate activities of staff.
- ❖ During my working period I handle local police and court matter for accident and escaped worker.
- ❖ Conduct orientation programs for new employees.
- ❖ Be involved in staff training and development, preparation of job descriptions, staff assessments and promotions.
- ❖ Prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management.
- ❖ Maintain management information database systems (manual or computerized).
- ❖ Review and answer correspondence.
- ❖ Processes or monitors the processing of financial and accounting transactions.

Key of achievements:

- ❖ Expert user of company HRMS systems (Barocon) and expert in Microsoft Access program.
- ❖ Gathered knowledge about Planning of Operation management, Administration, HR and Accounts etc.
- ❖ Career reflecting hard work, attention to detail and the ability to meet exact specifications as well as cost, quality and time objectives.
- ❖ Gained knowledge about how to control large number of employers for own and others countries.
- ❖ Knowledge on Payroll, Tax, PF, loan settlement required.
- ❖ Knowledge on HR policies and implementation required.
- ❖ Process payroll and maintain payroll information as required.
- ❖ Prepare and maintain related payroll records and reports.
- ❖ Document workflow and work procedures.
- ❖ Excellent interpersonal and communication skills (in both English & Bengali).
- ❖ Satisfactory skills in troubleshooting computer work.
- ❖ Gained patience to control emergency situation and technical support for the company.

Academic Qualification

| Examination | Institution | Result | Year | University / Board |
|---------------------------------------------|-----------------------------------|---------------|-------------|---------------------------|
| MBA (Executive) | European University of Bangladesh | Continuing | - | European University |
| Bachelor of Business Studies | Govt. Bangla College | 2nd Class | 2007 | National University |
| Diploma in Business Studies | Dhaka Govt. Commercial Institute | GPA 3.36 | 2003 | Dhaka |
| Secondary School Certificate (S.S.C) | Sarail Annada Govt. High School | GPA 2.75 | 2001 | Comilla |

Professional Course

| Examination | Institution | Result (Grade) | Period | Country / Region |
|-------------------------------------------------------------------------------|-------------------------|----------------|--------------------------------|------------------|
| International Orientation Workshop on IIF (Incident & Injury Free) | PNG LNG Project | A | 02-04-2012 To 02-04-2012 | Papua New Guinea |
| Leadership: Ten Rules for Impact and Meaning (Online Course) | Philanthropy University | A | 06-10-2015 To 25-11-2015 | Online Course |

Academic Training Course

| Examination | Institution | Result (Grade) | Period | University / Board |
|--------------------------------------------------------------|-----------------------------------------------------|----------------|--------------------------------|---------------------------------------------|
| Diploma in Computer Science & ICT | Institute of Information & Communication Technology | A | 01-12-2006 To 31-05-2007 | Science & Information Technology-Foundation |
| International English Language Testing System (IELTS) | St. Jones Tutorial | 5.5 | 01-06-2015 To 24-10-2015 | British Council |

Skills & Others

Skills:

- ❖ Strong administration skills
- ❖ Experience working with payroll and HRMS systems
- ❖ Computer skill with knowledge in data analysis & processing.
- ❖ Good command over computer applications (MS Word, MS Excel, MS Access and Power Point, Adobe Photoshop)
- ❖ Analysis and Reporting
- ❖ Communication and Presentation
- ❖ A high level of confidentiality
- ❖ Excellent interpersonal and customer-facing skills
- ❖ Strong communication skills, both written and verbal
- ❖ The flexibility and willingness to learn

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| | <p><u>Interests:</u></p> <ul style="list-style-type: none"> ❖ Hard-working, diligent, able to work under pressure ❖ Tact and diplomacy ❖ Customer focus and relationship building ❖ The ability to work accurately, with attention to detail ❖ Champion for change ❖ Problem solving and decision Making ❖ Leadership |
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| Computer Pursuits | <p>Operating Systems : Windows XP, Vista, Windows 7, Windows 8 & Any up-to-date Windows operating System.</p> <p>Applications Software : MS Office, Excel, Access program, Power Point and Photo Shop.</p> <p>Expert on Program : Microsoft Excel and Microsoft Access Program and All personal office software program and Knowledge Of Data Encoding.</p> <p>Maximum Hardware installation in Computer.</p> |
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| International Orientation Workshop on IIF (Incident & Injury Free) | <p>Following the IIF (Incident and Injury Free) disciplines:</p> <ul style="list-style-type: none"> ❖ Relationship as the foundation of accomplishment ❖ The foundation of all accomplishment is relationship ❖ Recognizing and reinforcing incident and injury-free work |
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| Language proficiency | <p>Fluency in Bengali both in speaking and writing (Mother language)</p> <p>Fluency in English both in speaking and writing.</p> <p>Basic understanding in Korean, French, Arabic & Hindi.</p> |
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| Summary of Qualifications | <ul style="list-style-type: none"> * Goal-oriented individual with leadership abilities. * Proven ability to work with staff at all levels. |
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| Personal Traits and Attitude | <ul style="list-style-type: none"> * Excellent cross-cultural communication skills. * International living experience and regional exposure. * Passion for continuous learning and personal growth. * Highly motivated and driven, with strong desire to excel. |
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| Travelling | <ul style="list-style-type: none"> * Job Purpose: - Libya, Papua New Guinea & Algeria. * Business Trip: - Dubai, Tunisia, Istanbul (Turkey), Singapore & Qatar. |
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| Self Strength | <ul style="list-style-type: none"> * Leadership charisma. * Dynamic team player. * Sense of responsibility. * Highly inquisitive. * Creative and resourceful. * Excellent skills in communication and collaboration. * Honest in massive work. * Spontaneous in team work & competitive Environment. * Knowledge about Responsibility & Punctuality. |
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Personal Information

Father's Name : Md. Nurul Haque
Mother's Name : Late Laila Haque
Permanent Address : Vill: Borikandi, P/O: Borikandi,
P/S: Nabinagar, Dist.: Brahmanbaria
Present Address : 160/2 Ahamed Nagor, Jonaki Road,
Mirpur-1, Dhaka-1216.
Contact number : +8801775810095
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E-mail : shakirmahmud66@yahoo.com
shakirmahmud66@gmail.com
Date of Birth : 2nd January 1985.
Religion : Islam.
Nationality : Bangladeshi.
Marital Status : Married

Reference

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I hereby declare that all the details given above are true to the best of my knowledge and belief.

Signature:



Shakir Mahmud Nuri