

MD. JAKIR HOSSAIN

Address: 193/ka, North Bashantek,
Dhaka cantonment. Dhaka-1206
Mobile No.01727676030
E-mail: jh.paddo@gmail.com

**Career Objective:**

To obtain intellectually and professionally assignments those offer better opportunity for establishing me and builds up my carrier and devoted me to the welfare of the greater human being.

Career Summary:

To work in an organization in scope to learn and grow, where I could become an asset of the organization.

Employment History: Total Year of Experience: 3.5 years**Admin & HR Assistan (2 June 2016 to till now)**

UCEP-Bangladesh, Head Office
Plot no. 2 & 3, Mirpur-2, Dhaka
Department: Admin & HR Department

Duties/Responsibilities:

1. Assist in procurement relevant task (Press tender and e-tender) & prepared PR & collect item wise quotation & process the work order for authorized vendor/client.
2. Ensure file management of the department/offices.
3. Communicate authorized vendor/client/ agent any kind of admin & HR issue as per organization needed.
4. Drafting correspondence and emails & preparation of papers for meetings
5. Manage the pool of vehicles including their service, repair and maintenance.
6. Ensure all cars Insurance and update all paper accordingly.
7. Maintain proper, utilize of official stationary/goods.
8. Assist in arranging meetings and events, help in documentation.
9. To prepared staff demands filled properly and job description are updated for advertisement.

HR Related task:

- 1.To follow-up policy procedure, SOP & documents as required.
- 2.Maintain Human Resources Management Software (HRMS) font ending user management module.
- 3.To prepare attendance, leave record & reporting to Manager.
- 4.To keep the personnel records & Files of employees with high level of confidentiality.
- 5.To arrange recruitment & selection process task.
- 6.To coordinate in training & development and awareness programs issues.
7. Prepare employee showcase, termination & others necessary papers.
- 8.To Maintain HR related necessary papers & equipment

Additional Knowledge & Skills:

- Office 365 (Outlook, Skype for Business) & Exchange mail Server, & sound knowledge of Active directory, antivirus server etc.
- Installation of PC's, operating system, application software & network printer, share printer & troubleshooting Laptop / desktop pc's.
- Maintenance of PC hardware components.
- IP Camera Configure and Maintenance.
- Access control machine, network printer, share printer setup & Maintained
- Wifi router configure & Maintained
- Google e-tender process.

Educational Background:**MBA**

Institution	: Prime University
Subject	: Human Resource Management
Duration	: 2 Years (60 credit)
Result	: 3.14 out of 4
Year of Passing	: 2016

Masters

Institution	: Govt. Bangla College
University	: National University
Subject	: Political Science
Result	: Second Class
Year of Passing	: 2013

BSS

Institution	: Govt. Bangla College
Board	: National University
Subject	: Social Science
Result	: Second Class
Year of Passing	: 2011

HSC

Institution	: Nabinagar Govt. College
Board	: Comilla
Group	: Humanities
Result	: 2.10
Year of Passing	: 2006

Dakhil

Institution	: Gopalpur Dakhil Madrasha
Board	: Madrasha Board
Group	: Humanities
Result	: 3.00

Year of Passing : 2004

Higher Diploma in Computer Science & Engineering (HDCSE) 1 Year

Institute : National Youth Development Training Academy (NYDTA)
Result : A
Year of Passing : 2014
Student Reg. No : HJ-11204
Period : January -2014 to December 2014

Training Summary:

Training Title	Institute/Organization	Training Year	Duration
Fire Prevention, Fire Fighting, Fire rescue, & First Aid training	Fire Service & Civil Defence Department	2014	2 Days
Industry Assessor of IT Support	UTI Dhaka- Under BTEB	2016	6 Days

PERSONAL DETAILS

- Full Name : Md. Jakir Hossain
- Father's name : Md. Rausan Mia
- Mother's name : Rahima Khatun
- Date of Birth : 01 January 1990
- Permanent Address : Brahmanbaria.
- Nationality : Bangladeshi
- Marital Status : Married
- Gender : Male
- Religion : Islam
- Blood group : A+
- National ID No. : 2650898494647
- Permanent Address : Vill+P.O: Gopalpur, P.S: Nabinagor
Dist.: Brahmanbaria
- Present Address : 193/ka, North Bashantek, Dhaka Cant. Dhaka-1206

REFERENCES

1. Md. SMR Rahman

Deputy Manager
Integrated Development Foundation (IDF)
Mirpur-2, Dhaka, Email: smr.bapi@idfbd.org
Mobile: 01818-488500

2. Md. Mahabu Hossain

Manager- Sales & Marketing
Advance Technology Ltd.
Mohahali, Dhaka
Email: mhmahbub87@gmail.com
Mobile: 01915-686484

I certify that, the above information is true, complete and correct to the best of my knowledge and belief.

Sincerely

Md. Jakir Hossain

01727676030