

## MD.MUSFIQUR RAHMAN

Address: 2/H/ 9, 4 th Floor, Golden Street, Ring Road, Shyamoli, Adabor, -1207,  
Mohammadpur Housing, Mohammadpur, Dhaka 1207  
Primary Mobile No: 01884530628  
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### **Career Objective:**

To achieve dynamic and challenging job to utilize my academic background as well as experience for the interest of the company and my career

### **Special Qualification:**

Energetic and capable to adopt in any type of work Environment.  
Enjoy working independently and as a leader or member of any team.  
Enjoy interacting with people from all works of life.  
Well communication and good presentation ability.

### **Employment History:**

**Total Year of Experience : 10.8 Year(s)**

#### **1. Asst. Manager ( January 1, 2017 - Continuing)**

##### **Protik Group**

Company Location : Sultana Tower, 2 Mirpur Road, Kalabagan, Dhanmondi, DHaka-1205

Department: HR & Admin

##### **Duties/Responsibilities:**

- Checking and Maintaining of Attendance Registers, Movement Registers, Time Registers & Leave Registers, etc.
- Maintain of Personal Files of the Employee.
- To check all data, records, reports, formats, statements, books & registers of all departments are properly prepared, issued, up-dated & maintained as per compliance requirement/standards.
- Taking immediate steps for any unseen matter arises in the Office.
- Preservation of Records & Files and maintain of Incoming and Outgoing documents.
- Look after the social compliance issues of the company.
- Assisting Management for Strategic Manpower Plan, Recruitment, Training & disciplinary affairs.
- Making necessary Liaison with Factory officials and with all sister concerns of the Company.
- Working for outgoing employees & arrangement of final settlement for exit workers who have separated the company as per law.
- For put forward to the authority of the different file regarding bills for Head Office and Site Offices.
- Any other works as directed by the Management

#### **2. Sr. Executive (Admin & HR) ( October 6, 2012 - November 10, 2016)**

##### **Sentry Group**

Company Location : House # 5 Road # 1 Dhanmondi Dhaka 1205

Department: Admin & HR

##### **Duties/Responsibilities:**

Supervision and maintenance of workplace environment, health, cleanliness and safety/security issues  
Correspondence with Govt. & others concerned organizations  
Maintenance of motor vehicles, yearly tax, insurance and other documentation

Supervision Store for Procurement of stationery and other items, their distribution, record keeping.  
 Management of Passport /Visa /ticketing/ work permit/ airport protocol, foreigner recruitment process, hotel/guest house booking etc.  
 Assist for training and organizational development Supervise for maintaining Leave & attendance management, monthly salary preparation of the organization.  
 Assist for recruitment, selection and placement for regular employee.  
 Organize interview session for regular employee i.e. Arrange Interview Board, Preparing Interview Schedule, etc.  
 Conduct new employee orientation and induction session.  
 Handle day to day administrative matters of the organization.

### 3. **Officer ( HR & Admin ) ( November 15, 2011 - June 14, 2012)**

#### **Associates of Research Training & Computer Processing (ARTCOP)**

Company Location : 6,Raja Shrenath Street, Kellar Mor, Lalbug, Dhaka

Department: Admin & HR

#### **Duties/Responsibilities:**

Oversee overall administrative functions of the company and ensure their proper day-to-day implementation  
 Monitor administrative, Transport & overall logistics issue as per company policy.  
 Follow up daily HR & Admin related activities as organization demand as per the company policy with strong supervision.  
 Manage recruitment, selection and placement procedure.  
 Maintain & update employee database and provide manpower status report based on requirements.  
 Running project errands and carrying out admin support to the technical team members.  
 All other related matter and any other responsibilities as & when assigned by the management.

### 4. **Executive (Admin & HR) ( May 16, 2010 - September 15, 2011)**

#### **SunStar Co.Ltd**

Company Location : House # 85, Road # 7 Block # H Banani

Department: Admin & HR

#### **Duties/Responsibilities:**

To ensure daily administrative routine activities in the company.  
 Maintaining liaison with the government & non-government agencies & renewal of license & other requirement on time.  
 Making sure that all transport fleet vehicles are properly maintained and serviced.  
 Ensure yearly renewal of all vehicles for road permit, fitness, tax token, Insurance etc.  
 To ensure inventory management as per given policy & guideline.  
 To ensure efficient documentation of all incoming and outgoing product.  
 Handle other day-to-day administrative related jobs.

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters	Political Science	National University	Second Class, Marks :56.66%	2008	1 years
Honours	Political Science	National University	Second Class, Marks :50.55%	2007	4 years
HSC	Arts	Govt. Bangla College	CGPA:2.3 out of 5	2003	-
SSC	Arts	Mahisaloha Jabbria High School	CGPA:3.25 out of 5	2001	-

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Investor's Education Program	Investor's Education Program	SEC	Bangladesh	Dhaka	2011	3 Days

### **Professional Qualification:**

<b>Certification</b>	<b>Institute</b>	<b>Location</b>	<b>From</b>	<b>To</b>
Post-Graduate Diploma in Human Resource Management	Bangladesh Institute of Management (BIM)	Dhanmondi	January 1, 2019	December 25, 2019
Human Resource Management: Basic Issues	Bangladesh Institute of Management (BIM)	Dhanmondi	April 7, 2012	April 14, 2012

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 39843  
 Expected Salary : Tk. 50000  
 Preferred Job Category : General Management/Admin, HR/Org. Development, Waiter/Waitress, Chef/Cook  
 Preferred District : Dhaka, Gazipur, Manikganj, Sylhet  
 Preferred Country : Australia, Brazil, Denmark, Finland, French Guiana, India, Italy, Japan  
 Preferred Organization Types : Banks, Telecommunication, NGO, Trading or Export/Import, Shipping, Tea Garden, Overseas Companies, Call Center, Tobacco, Cement Industry

### **Specialization:**

<b>Fields of Specialization</b>	<b>Description</b>
<ul style="list-style-type: none"> <li>• Administration</li> <li>• Human Resources</li> <li>• Store</li> <li>• Training &amp; Development</li> <li>• HR</li> </ul>	

### **Extra Curricular Activities:**

Executive Member of GSB Welfare Society, a non-profit organization working among less fortunate people to improve their livings since 2009.

### **Language Proficiency:**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
English	Medium	High	High

### **Personal Details :**

Father's Name : MD. Abdul Mannan  
 Mother's Name : Monowara Naznin  
 Date of Birth : May 4, 1986  
 Gender : Male  
 Marital Status : Unmarried  
 Nationality : Bangladeshis  
 National Id No. : 2690243857028  
 Religion : Islam  
 Permanent Address : 2/H/ 9, 4 th Floor, Golden Street, Ring Road, Shyamoli, Adabor, -1207, Mohammadpur Housing, Mohammadpur, Dhaka 1207  
 Current Location : Dhaka

**Reference (s):****Reference: 01**

Name : SAIDUR RAHMAN  
Organization : STANDARD CHARTERED BANK  
Designation : Asst. Manager AP and GL Control Finance & Adminis  
Address :  
Phone (Off.) :  
Phone (Res.) :  
Mobile : 01552323928  
E-Mail :  
Relation : Relative

**Reference: 02**

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Relative