

**MD. JAKIR HOSSSAIN**

Address: 193/ka, North Bashantek,

Dhaka cantonment. Dhaka-1206

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**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 knolwdge of Active directory, antivirus sever 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:**

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| --- | --- | --- | --- |
| **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**

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| --- | --- |
| * Full Name | : Md. Jakir Hossain |
| * Father’s name | : Md. Rausan Mia |
| * Mother’s name | : Rahima Khatun |
| * Date of Birth | : 01 January1990 |
| * 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](mailto:smr.bapi@idfbd.org) Mobile: 01818-488500

1. **Md. Mahabu Hossain**

Manager- Sales & Marketing

Advance Technology Ltd. Mohahali, Dhaka

Email: [mhmahbub87@gmail.com](mailto: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**