



## **CV of Mohammad Manzurul Hassan Rubel**

Contact Address:

Mohammad Manzurul Hassan Rubel  
233 Malibag, 5th Floor, P.O –Shantinagar, Dhaka-1217

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### **Career Objective:**

To work in an organization in which will enable me to utilize as well as develop my knowledge and fit to serve the organization. I would like to build my career which will be a means for making my life meaningful and satisfying.

### **Competencies:**

- Business Acumen
- Communication
- Role Model

### **Experience:**

**Company Name: CMED Health**

**Position : Assistant Manager, People, Culture & Admin  
Human Resources**

**From: September, 2022 to till now**

#### **Key Activities:**

- Develop people and culture strategy and implement relevant policies and procedures
- Manpower planning and ensure recruitment and develop people and culture policies
- Handle employee grievance, disciplinary issues and ensure maintaining labor law
- Implementation of performance management procedures
- Acting as a cultural Steward; working with team members at all levels to further develop overall capability to foster a healthy, cohesive, collaborative, fun, fair and equitable workplace
- Take care of overall administration
- TNA analysis and ensure training of all employees
- Employee final settlement

**Company Name: LankaBangla Finance Ltd.**

**Position : Principal Officer, Human Resources Division**

**From: February, 2014 to May, 2022**

#### **Key Activities:**

- Recruitment and selection of employees as per budget
- Coordination of interview session
- Responsible for Employee On boarding – FTE, HRC, PMO
- To perform in the area of FTE confirmation – arrangement of written test, making appraisal, interview, and preparation of confirmation letter, execution in ERP etc.
- Renewal of HR Contract for contractual employee on monthly basis as per feedback from supervisor
- Maintaining and updating of Leave record (annual, casual, medical, maternity) of 1300 employees
- Maintaining and updating attendance record of 1300 employees
- Responsible for final settlement of all types of employee – FTE, HRC etc.
- Payroll account opening of newly joined employee before disbursement of monthly salary
- Monthly HR Report submission to Top Management for scrutinizing HR activity
- Issuing all Release and experience certificate
- Maintaining and updating HRIS on daily basis
- Work on HR Software - ERP
- Responsible for Managing & Developing organizations Group Life and Health Insurance coverage
- Monthly Business Report preparation

- Working on mid-year and year end performance management systems.
- Coordination of Training and event management
- Supporting and assisting in payroll management of 1300 employees

**Company Name:** Delta Life Insurance Co. Ltd

**Position:** Senior Administrative Officer (SAO)

**From:** June 2011 to February, 2014.

**Key Activities:** Working in Group Insurance Department

- Supervise Servicing activities of around 115 existing group clients.
- Follow up the renewal & new business activities.
- Supervise special scheme like DBH Loan Protection Insurance.
- Keep close contact with prospective as well as existing clients.
- Supervise and maintaining departmental administrative work.
- Supervise various claim activities& investigation.
- Actively interact with MD& other high officials.
- To meet external audit.& investigation.
- Calculate Actuarial reserve, Maturity benefit, and Surrender value of various insurance scheme.
- Supervise BMET claim & prepares yearly statement.
- Assist in preparing departmental yearly revenue capital budget.
- Giving renewal notice, Reminder.
- Making renewal bill, Revised bill, Pro-rata bill, Refund bill, Maintaining premium bill register.
- Receiving premium cheque& Money by PR, Giving cheque acknowledgement.
- Giving condolence letter, Preparing claim processing sheet for death, Maturity & Surrender claim.
- Delivering claim cheque with discharge voucher, Maintaining three claim register.
- Advising for Re-Insurance, Collection re-insurance sheet.
- Medical arrangement for underwriting purpose & sending for U/W acceptance.
- Submitting premium & claim statement to accounts.
- All activities regarding DBH Loan Protection Insurance
- Contact with the Medical center for medical checkup.
- Email and internet access for new and existing business communication
- Prepare Profit Commission

**Company Name:** Tua-Ha Textiles.Ltd **Position:**

**Commercial Executive, Export**

**From:** August 2007 to May, 2011

**Key Activities :**

- Preparation of all export documentation on time
- Ensure all kind of shipment documents to clearing and forwarding agent
- Communication with Buying house
- Communication with Freight Forwarders for space bookings and shipment related matter
- Preparing Certificate of origin (CO)and Generalized system of preference (GSP) from Dhaka chamber of commerce and Export promotion bureau
- Preparation of Export Invoice and packing list

#### **Education:**

##### **Masters of Social Science in Economics**

University of Dhaka

Second Class (55%

Marks Obtained

2005

##### **Bachelor of Social science (Honors) in Economics**

University of Dhaka

Second Class(52%

Marks Obtained)

2003

**Higher Secondary Certificate**

Notre Dame College

First Division

1997

**Secondary School Certificate**

Motijheel Model High School

First Division (star marks)

1995

**Professional Education:**

**Post Graduate Diploma in Human Resource Management**

Institute of Personnel Management (IPM)

Batch-39

Major Area: Labor Law, Industrial Safety, Labor Welfare, Business Communication, Social Compliance

**Trainings & Workshops:**

- 1) **"Communication Secrets for Customer Delight"** by Mind Mappers Bangladesh from November 28, 2018 to November 29, 2018
- 2) **Human Resources Business Partner"** by HSPP Consultants Ltd. from September 30, 2016 to October 01, 2016
- 3) **"Psychometric Testing and Competency Assessment"** by Talent Strategy and Management during August 12, 2016 to August 13, 2016
- 4) **"Performance Management System"** by Talent Strategy and Management on January 02, 2016
- 5) **"HR Generalist –Practical and Actionable Practices"** by HSPP Consultants Ltd. from July 31, 2015 to August 01, 2015
- 6) **"Human Resources Management for Executives"** by Institute of Professional Program from September 25, 2014 to October 30, 2014
- 7) **"New People Matrix Management Model for HR Professionals"** by BSHRM on August 08
- 8) **Manpower Planning and Development"** by Bangladesh Institute of Management on May 24, 2014
- 9) **"Employee Recruitment and Selection Process"** by BDjobs on March 01, 2014
- 10) **"Foundation Training on Life Insurance"** from Delta Insurance Institute from June 01, 2011 to June 30, 2011

**Language Proficiency:**

- Oral and Writing in English - Good
- Oral and Writing in Bengali - Good

**Computer Literacy:**

MsOffice, Adobe Photoshop, Illustrator.

**Strengths:**

- Ability to handle pressure under complex situation.
- Hardworking and self-motivated.
- Capable of accepting responsibilities.
- Honesty and Integrity at work.

**Personal Interest:**

- Traveling in different places in my leisure time.
- Love to play football & also participate in different sports activities.
- Reading books is one of my favorite hobbies.

**Personal Details:**

**Father's Name:** M. Zaman

**Mother's Name:** Monowara Begum

**Permanent Address :**

**233 Malibag, 5<sup>th</sup> Floor, P.O –Shantinagar, Dhaka-1217**

**Date of Birth :** 23d October, 1980.

**Nationality:** Bangladeshi

**Religion:** Islam

**Marital Status:** Married

**References:**

1. Mohammed Nasir Uddin Chowdhury

Managing Director

LankaBangla Securities Ltd.

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2. Md. Aminul Islam

Vice President & Head

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