C

**Curriculam Vitae of**



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**Md.Joynul Abedin**

**Mailing Address:** C/O-Hazi Aftab,Sainboard,Rajabari,Sreepur,Gazipur

**Cell:01731445838/01671444601**

**E-mail:** bappy86.bd@gmail.com

**CAREER**

**OBJECTIVES:** To obtain a responsible and challenging position where I can be able to apply my knowledge, skills and experience into a practical situation that offers opportunities for a career in a challenging environment. Moreover I want to be an expert in the field of Admin, HR & Compliance and in the long run move in an organization position interested with higher management responsibility and strategic decision making authority.

**EMPLOYMENT**

**HISTORY: Organization : DIRD Composite Textiles Ltd.**

**Position : Executive – HR & Admin**

**Duration : From1st January, 2019 to till now.**

**Organization : DIRD Composite Textiles Ltd.**

**Position : Jr. Executive – HR & Admin**

**Duration : From 8th November, 2017 to 31st December, 2018**

**Organization : Passion Apparels & Wears Ltd**

**Position : Sr.Officer – Accounts**

**Duration : From 12 March 2011 to 30 October 2016**

**MAJOR**

**RESPONSIBILITIES:** ● To follow up and ensure that whole employment procedure and practices are

being maintained properly as per policy and all data records/reports/formats/statements/rank and files (personal file) in relation to whole range of stuffing including recruitment, promotion, increment, transfer, separation, leave etc. are properly prepared, issued, updated and maintained.

● Ensure updating of employee information in DMS and personal file.

● Maintain absent analysis, migration analysis report.

● Maintain Lefty and separation employees data, issue lefty letter in time.

● Responsible to arrange worker motivation by way of conducting awareness program, group counseling and by other means.

● Prepare final settlements of the workers and staff, clearance letter, hand over & taken over certificate etc.

● Orientation, training and awareness for employees.

● Daily floor visit and ensure the floor as compliance manner.

● To coordinate and arrange all kinds of admin, Compliance & Welfare related meeting.

● Maintain administration related protocol as per requirement.

**TRAINING 1.Training title :** Industrial LabourRelationship

**SUMMARY: Topic :** Labour Law, Labour Relationship, wages, benefits,

Gazette- 2018, Amendment – 2019 etc.

**Institute :** Industrial Relationship Institute

**Location :** Gazipur.

**Duration :** 5th October 2019 to 10th October 2019

**2.Training title :** Fire and safety.

**Institute :** Bangladesh Fire and Defense.

**Location :** Gazipur.

**Duration :** 3 days

**EDUCATIONAL**

**QUALIFICATION: Post –Graduation University :** Govt.Bangla College Dhaka

**Degree :** M.B.S

**Subject :**  Accounting

**Result : Second Class**

**Passing Year :** 2009

**Graduation**

**University :** Cantonment College Jessore

**Degree :** B.B.S (Hon’s)

**Subject :** Accounting

**Result : Second Class**

**Passing Year :** 2008

**Post- Secondary**

**Institute :** Dr.Abdur Razzak Municiple College Jessore

**Board** : Jessore Board

**Degree :** HSC

**Group :** Business Studies

**Division/GPA : 3.50**

**Passing Year :** 2004

**Secondary**

**Institute :** Municiple Preparatory High School Jessore

**Board**  : Jessore Board

**Degree :** SSC

**Group :** Business Studies

**Division/GPA : 3.25**

**Passing Year :** 2002

**COMPUTER SKILLS:** MS Word, MS Excel, MS Power Point, Browsing in Internet Fast of Targeted Information, Mailing etc.

**SELFAPPRAISAL:** ● Good Communication & Collaboration Skill.

● Articulate With excellent verbal and communication Skill.

● Receive to provide effective and timely resolution of given duties.

● Ability to lead People .

● Team player and capable to work under pressure .

**LANGUAGE**

**SKILL:**  **Reading Writing Speaking**

Bengali : Excellent Excellent Excellent

English : Excellent Excellent Excellent

**Personal Competency**

**PERSONAL**

**INFORMATION: Name :** Md.Joynul Abedin

**Father’s Name :** Md Amirul Islam

**Mother’s Name :** Bilkis Ara

**Permanent Address :** Zilla Parishad BD Hall,Muzib Sarak,Jessore

**Date of Birth :** 25 December, 1986

**Marital Status :** Married

**Religion :** Islam

**Nationality :** Bangladeshi by birth.

**ID No :** 5963804108

**REFERENCES:**

**Major Md.Golam Shohel (Retd**

**Sr.GM-Admin, HR & Compliance**

**DIRD Group**

**Cell-01844478979**

**Md.Humaiyan Kabir**

**Sr.Manager,HR &Compliance**

**Gumoty Textiles Ltd**

**Cell- 01683859717**

I, The under signed, certify that to the best of my knowledge and belief, these curriculum-vitae correctly describe me, my qualifications and my experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Sincerely Yours,

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(Md.Joynul Abedin)

Date: