

Naved Ibna Azad

Ana Sulaiman Tower, Sha-35, Adarshanagar

Middle Badda, Dhaka.

Mobile: 01819825583

Home Phone: 01819825583,

E-mail: navedibnaazad7@gmail.com, navedibnaazad1987@gmail.com

Career Objective:

Short run objectives: To obtain an exciting and creative position where there is an opportunity to work with people in a friendly environment by using my dedication, commitment, and communication skills and participate in growth of organization with the highest potential and gradual ascent in organization hierarchy.



Long run objectives: Maintaining responsibilities perfectly, showing skill and creativity, hoping to improve job position and support the organization in all possible ways.

ACADEMIC QUALIFICATION**MASTER OF ARTS**

Institute:	National University.
Subject/Group:	English
Year of Passing:	2011
Result/G.P.A:	2 nd Division

BACHELOR OF ARTS

Institute:	National University
Subject/Group:	English
Year of Passing:	2010
Result/G.P.A:	2 nd Division

HIGHER SECONDARY SCHOOL CERTIFICATE (HSC)

Institute:	Govt. City College Chittagong
Group:	Humanities
Year of Passing:	2006
Result/G.P.A:	3.60 (under the scale of 5)

SECONDARY SCHOOL CERTIFICATE (SSC)

Institute:	Kazem Ali High School
Group:	Humanities
Year of Passing:	2004
Result/G.P.A:	3.06 (under the scale of 5)

Experiences:

1. Working as “Personal Secretary” to the Managing Director of SAIF Powertec Ltd. from March 2015 till Now.

Responsibilities (Personal secretary):

Managing all the agendas of Managing Director,

- Maintaining all the data, files and other Information regarding Managing Director.
- Maintaining liaison with important contacts on behalf of Managing Director.
- Arranging meeting with foreign and local delegates.
- Any other duties assigned from Managing Director.
- Confirming the local & Foreign Tour as well as the Air Ticketing of the whole Company.

2. Worked as “Senior Officer, H.R & Admin” at SAIF Powertec Limited from October, 2014 to February 2015.

Responsibilities:

Planning & Remuneration related works at SAIF Powertec Limited:

- Preparing agenda for monthly sales follow up meeting and circulate to all business heads and other participants by the 5th of each month.
- Arranging product wise sales follow up meeting with the concern product heads and preparing reports for the final meeting within 3rd of each month.
- Preparing the minutes of the meeting and circulate to all participants within two working days after the meeting.
- Monitoring and follow up to implement decisions made during sales follow up meeting.
- Preparing the breakup of salary of each employee mentioning their job grade.
- Maintaining the account of retrial and other benefits (PF, Gratuity, and EWF) of each employee which will be updated by each month.

HR related works at SAIF Powertec Limited:

- Preparing the HR policy & procedures and update HR manual time to time as and when required.
- Preparing Appointment letter of each employee when recruited and maintain their personal file.
- Preparing a comprehensive ‘Yearly Training Plan’ (In-house and External training & development schedule) of the employees of SAIF Powertec Ltd consulting with all departmental heads and concerned external bodies.
- Organizing and coordinating the training session as per schedule and maintain all training records.
- Preparing the Role-profile of all employees of SAIF Powertec Ltd. based on their responsibility.
- Maintaining and archive all HR related documents and records.

3. Worked as “Senior Officer” in Continental Group.

Personal Details:

Father's Name	:	Abul Kalam Azad
Mother's Name	:	Lipi Azad
Date of Birth	:	30 th June 1988
Gender	:	Male
Marital Status	:	Married
Nationality	:	Bangladeshi by Birth
Religion	:	Islam
Permanent Address	:	Vill: Ratanpur, P.O: Kadamtaly, Thana: Titas, Dist: Comilla

Language Proficiency:

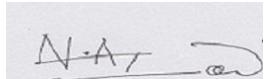
1. Bengali : Reading, Writing, Speaking.
2. English : Reading, Writing, Speaking.

Computer Literacy:

Word Processor : MS Word 2010
Spread Sheet : MS Excell 2010
Internet : Advance Level Internet user.
Photoshop Work.

Reference:

- 1. Mr Mohammad Moinuddin Abdullah**
Chairman
Anti-Corruption Commission (ACC).
- 2. Mr Shah Abul Bashar**
SAVP & Manager (Operations)
Trust Bank Limited. Banani Branch.
- 3. Mr Abdus Sattar Bhuiyan**
Managing Director
Gono Unnayan Sangstha.



.....
SIGNATURE
NAVED IBNA AZAD