

Curriculum Vitae

Kazi Zakirul Huq

3-A, Navana Matin Verbena,

131, Green Road, Jahanara Garden, Farmgate, Dhaka – 1205.

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Career Objective:

Aiming to establish myself as an excellent professional and work enthusiastically in team or individually to achieve goal of the organization with devotion and hard work. .

Work Experiences:

- I. **Executive-HR** at **United Group** from 1st May 2018 to till date.
Responsibilities: Assist to my immediate supervisor for 2 business unit's (UEPSL & ULOL) Recruitment, Employee Orientation, Employee Confirmation, Employee Separation, as well as assist in day to day HR Operational activities and function as and when required such as - employee transfer, promotion, performance appraisal, dismissal, termination, disciplinary letter etc., provide support in employee training and development, prepare and issue relevant Human Resource letter, document and certificate as per the requirement.
- II. Worked as an **Executive** at **AjkerDeal.com**. from October, 2017 to April, 2018.
- III. Worked as an **Executive** at **Asgar Ali Hospital Ltd.** from May to October of 2015.

Academic Records:

Exam Title	Concentration	Institute	Result	Pass. Year
PGDHRM	Human Resources Management	Bangladesh Institute of Management-BIM	CGPA- 3.92	2018
MBA	Marketing	North South University	CGPA:3.42	2017
BBA	Marketing (Minor in HRM)	United International University	CGPA:3.24	2014
H.S.C	Business Studies	Dhaka City College	CGPA:4.80	2008
S.S.C	Business Studies	CODA	CGPA:4.69	2006

Professional Skills & Training:

- Training on “**KPI Based Performance System**” by Career Hub.
- Certificate Course on “**Microsoft Excel**” from Horizons Computer Learning Center Dhaka.
- Training on “**Training Of Trainers (TOT)**” at Asgar Ali Hospital Ltd. by WARD.
- Training on “**Conflict Management**” by EK Consultant at United Group.
- Training on “**Networking**” by Light House; arranged by United Group.

Special Qualifications:

Ability to work in team as well as independently - Good communication skill - Positive attitude towards challenges - Enthusiastic - Have high ethical standard.

Extra-Curricular Activities:

Volunteer for the event management with UIU career counseling center - Ex Member of JCI (Junior Chamber International) - Attended 2 months Radio Jockey training program - Short listed candidate for “MTV VJ Search Program Platform Bangladesh – 2014”.

Computer Literacy:

Proficient in basic use of computer MS Word, MS Excel, MS PowerPoint - Internet Savvy – Bangla Typing (Bijoy 52).

Language Proficiency:

- English – Fluent
- Bengali – Mother Tongue (Fluent)
- French – Preliminary Level

Personal Information:

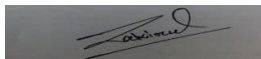
Father's Name : Kazi Noorul Huq
Mother's Name : Jahanara Huq Runu
Date & Place of Birth: 11-Nov-1991, Dhaka
Permanent Address : 3-A, Navana Matin Verbena, 131 Green Road, Farmgate, Dhaka – 1205
LinkedIn Profile : https://www.linkedin.com/profile/public-profile-settings?trk=prof-edit-edit-public_profile

References:

Md. Hasibur Rahman
Assistant Manager-HR
United Group
Gulshan Centre Point, Gulshan 2, Dhaka
Tel : +88 01914 001559
Email : hasibur@united.com.bd
Relation: Professional

Rumana Jahan
HRBP- HR Business Partner
ACI-Godrej Agrovat Pvt. Ltd.
Gulshan 01, Dhaka
Tel : +88 01708 463727
Email : rumana.jahan@acigodrej.com
Relation: Professional

Signature:



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