

MD. KAMRUL HASAN

Cell Phone: +8801712721990

parvezhasan900@yahoo.com

H#17, Road#9, Section#13, B#B

Mirpur, Dhaka -1216, Bangladesh

**Career Objective:**

To achieve a dynamic & challenging career to utilize my academic knowledge for the interest of the organization and my career and to get a respectable & responsible position in a challenging environment of a reputed national or multinational company/ organization.

Career Summary:

I am currently working as an **Assistant Manager – Admin & HR**, ACI Motors Limited (Subsidiary Company of ACI Ltd.), Japanese Yamaha Motorcycles Manufacturing & Assembling Plant, Sreepur, Gazipur from 15 January to till now. Before that I worked as a **Senior Executive** (Admin & HR), Abdul Monem Limited, Beverage Unit, Comilla, and Authorized Bottler & Franchise of The Coca-Cola Company (USA) from 1st April 2018 to 10th January 2019. Before that position I had joined as an **Executive (Admin & HR)** from 14th August 2016 to 1st April 2018 in Abdul Monem Limited, Beverage Unit. Previously worked as **Executive: HR & Administrative Operations** (HR & Admin Dept.) at The Daily Prothom Alo (Media Star) Transcom Group Limited from Jan 1, 2012 to May 31, 2016.

Special Qualification:

General HR, Recruitment & Selection, Compensation-Benefits, Attendance, Leave Management, Training & Development, Organization Development-Process Improvement, HRIS-HR Database Management, Performance & Career Management, Administrative Management, Labour Management, Logistic Management, Procurement Process, Travel Protocol-Visa Processing, ERP Software (HRIS-Procurement- Supply Chain)

Employment History:

Total Year of Experience: 8.0 Year(s)

Working Experiences:

Assistant Manager – Admin & HR under Admin & HR Dept. ACI Motors Limited (Subsidiary Company of ACI Limited)

Yamaha Motorcycles Manufacturing & Assembling Plant

Sole Distributor of The Yamaha

Motors Corp. Limited, Japan

Location: Sreepur, Gazipur

15th January 2019 to still now

Major Job responsibilities:

- Managing Attendance, Leave Management, Organization Development & Monthly Overtime Sheet and making monthly HR Report
- Coordinate CV Sorting, Recruitment and Selection process;
- Managing HR operations for the factory that includes manpower approval, recruitment and selection, staffing, ensuring job description for all;
- Handling disciplinary matters, Grievance and counseling, improve employee motivation & worker engagement etc.
- Organize Induction, Orientation program for new employees and maintaining one to one meeting with all employees.
- Preparing Training Need Analysis Report and arrange training for employees professional development;
- Assisting performance appraisal, improves worker migration, reduce absenteeism
- Handling all kinds of compliance issues independently that includes all kinds of Social, Environmental & Security Standards



- Coordinating training & counseling program for staff and worker
- Preparing Office order/Circular/Office notices approved by the management as & when required
- Managing & maintaining Officers & Staffs canteens and House Keeping, Health Safety & Security management
- Organize internal and external event such as employees of the month program, monthly employees' birthday celebration program employee night, family day, Iftar program in collaboration with HR and Admin team
- Ensure "General Service" like cleanliness, Electricity, Gas, Water, Phone, Stationery item, Photocopy, document mailing, buyer entertainment etc.
- Checking/verifying and recommend the bill submitted by different department for purchase and other expenses
- Liaison with Govt. offices & other agencies for official & factory licenses (Factory license, Fire license, Environment license, Trade license, etc.), certificates and agreements, Factory/Office Building Lay Out plan
- Travel protocol of officials-foreign guests, visa processing, arranging transport, hotel booking, ticketing (for both local and overseas staff) etc.
- Managing inventory of different office equipment/ items & Fixed Assets Management
- Monitor and ensure regular maintenance of different safety measures i.e. Fire Extinguishers, First Aid Box, security cameras etc.
- Handling legal affairs like contract deed making, hearing of pending cases of the group by utilizing lawyers (both full time appointed & external retainers).
- Handling legal matters related to local police/RAB, law enforcing agencies and with NSI/SB
- Monitor overall organizing, and arrangement for Management Coordination meeting & conference, and ensure follow up.
- Checking/verifying and recommend the bill submitted by different department for purchase and other expenses
- Arrange routine welfare & committee meetings and Training, such as: WPC, Grievance, EHS, Fire safety, etc.
- Arranging various kinds of meetings on behalf of the Management Team, prepare agenda, minutes and circulate within target time

Working Experiences:

Senior Executive (Admin & HR)

Admin & HR Dept.

Abdul Monem Limited, Beverage Unit, Comilla

Authorized Bottler & Franchise of The Coca-Cola Company (USA)

From 1st April 2018 to 10th January 2019

Previous Position

Executive (Admin

& HR) Admin &

HR Dept.

Abdul Monem Limited, Beverage Unit, Comilla

Authorized Bottler & Franchise of The Coca-Cola Company (USA)

From 14th August 2016 to 1st April 2018

Job Responsibilities:

- Managing Attendance, Leave Management, Organization Development & Monthly Overtime Sheet
- Coordinate CV Sorting, Recruitment and Selection process;
- Managing HR operations for the factory that includes manpower approval, recruitment and selection, staffing, ensuring job description for all;
- Handling disciplinary matters, Grievance and counseling, improve employee motivation & worker engagement etc.
- Assisting performance appraisal, improves worker migration, reduce absenteeism
- Handling all kinds of compliance issues independently that includes all kinds of Social,



Environmental & Security Standards

- Coordinating training & counseling program for staff and worker
- Drafting Office order/Circular approved by the management as & when required
- Managing & maintaining Officers & Staffs canteens and House Keeping, Health Safety & Security management
- Organize Induction, Orientation program for new employees
- Organize internal and external event such as employees of the month program, monthly employees birthday celebration program employee night, family day, Iftar program in collaboration with HR and Admin team
- Ensure "General Service" like cleanliness, Electricity, Gas, Water, Phone, Stationery item, Photocopy, document mailing, buyer entertainment etc.
- Checking/verifying and recommend the bill submitted by different department for purchase and other purpose of Admin
- Managing Cash book and office cash for vendor payments & bills
- Collect staff money expenses and make payments
- Liaison with Govt. offices & other agencies for official & factory licenses (Factory license, Fire license, Environment license, Trade license, BSTI, etc.) , certificates and agreements, Factory/Office Building Lay Out plan
- Travel protocol of officials-foreign guests, visa processing, arranging transport, hotel booking, ticketing (for both local and overseas staff) etc.
- Maintaining and handling the third Party Audit (SGP, GMP, GAO, FSSC, Fire Safety) for Factory Compliances and face Audit team
- Managing inventory of different office equipment/ items & Fixed Assets Management
- Monitor and ensure regular maintenance of different safety measures i.e. Fire Extinguishers, First Aid Box, security cameras etc.
- Handling legal affairs like contract deed making, hearing of pending cases of the group by utilizing lawyers (both full time appointed & external retainers).
- Handling legal matters related to local police/RAB, law enforcing agencies and with NSI/SB
- Monitor overall organizing, and arrangement for Management Coordination meeting & conference, and ensure follow up.
- Provide proper assistance & coordination with the Head of Factory Operations and the Management Teams in the day to day work & official activities
- Ensure effective corporate communication within and outside the organization on behalf of the Management team
- Providing logistic support for smooth execution of operation required by any department of Factory /Head office
- Reporting and Responding to internal and/or external information enquiries regarding the Head of Factory Operations appointment and availability
- Provide proper assistance the Head of Factory Operations in preparing Business Development
- Proposals, Memos, Presentations, Knowledge Management Documents, and Reports etc.
- Checking/verifying and recommend the bill submitted by different department for purchase and other purpose of Admin
- Arrange routine welfare & committee meetings and Training, such as: WPC, Grievance, EHS, Fire safety, etc.
- Arranging various kind of meetings on behalf of the Management Team, prepare agenda, minutes and circulate within target time

Working Experiences:

Executive: HR & Administrative Operations (HR & Admin Dept.)

The Daily Prothom Alo
(Media Star) Transcom Group
Limited
Dhaka, Bangladesh

1st January 2012 - July 31, 2016



TRANSCOM LTD.

প্রথম আলো
Prothom Alo

Major Job Responsibilities:

- Keep all employees personal record & upgrade time-to-time
- Coordinate CV Sorting, Recruitment and Selection process
- Managing Attendance, Leave Management, Organization Development & Monthly Overtime Sheet
- Managing HR operations for the factory that includes manpower approval, recruitment and selection, staffing, ensuring job description for all
- Preparing monthly work plan, activity report and others reports (monthly update staff list, recruitment status, joining & resign report etc.)
- Organizing assembly and training on career development
- Assisting day to day work of Management teams
- Perform day to day HR activities
- Managing Official administrative Operations
- Ensure effective corporate communication with management teams
- To ensure all administrative related support i.e. office stationaries, transport, bill processing, vendor management, budget preparation and monthly report preparing
- Collect staff money expenses and make payments
- Travel protocol of officials-foreign guests, visa processing, arranging transport, hotel booking, ticketing (for both local and overseas staff) etc.
- Managing inventory of different office equipment/ items & Fixed Assets Management
- Arranging meeting, roundtables, seminar, workshop etc.
- Managing & maintaining Officers & Staffs canteens
- Prepare monthly report on HR services, approval note, and all vendor payment process
- Manage employee mobile bill, data SIM and pool phone as per company policy, process monthly bill for payment in schedule time
- Maintain database of all employee mobile, data and pool phone and update time to time
- Any other task assigned by management

Educational Qualifications:**Masters of Business Administration (MBA)**

Supply Chain Management CGPA 3.00 out of 4.00

Bangladesh University of Professionals

Passing Year 2015

Masters of Arts M. A

Information Science and Library Management

Second Class (Mark 58%)

University of Dhaka

Passing Year 2010

Bachelor of Arts B. A

Information Science and Library Management

Second Class (Mark 57%)

University of Dhaka

Passing Year 2009

Key Knowledge areas with Certificate & Professional Trainings

Bangladesh Labor Law 2006 & Labor Rules 2015 Reform (Intertek Bangladesh) 2016

Human Resources Information Systems (HRIS) (Prothom Alo Jobs) 2013

ERP in SAP Software Systems & Standard Operating Procedure (SOP) (Prothom Alo Jobs)

Training Digital Assets Management Systems (DAMS) in the Prothom Alo IT Dept. 2014

Internal Auditor Training QMS, EMS, OHSAS conducted by ProExcell, India 2016

Self-Assessment:

Have high team spirit with equal respect to both genders

Excellent communications skill

Hard working ability to work under pressure

Have inter personal communication & analytical skill

Extra-Curricular Activities:

Good at Cricket, Football, Badminton, Caram, Team work Participation and received certificates for excellence in the field of Sports and games. Closely associate with some voluntary organizations as a volunteer Team Leader of Departmental Tour, Picnic, etc. programs

Language proficiency:

Verbal and Written skill in Bengali and English

IT Skills:

MS-Office product & (MS-Word, Excel, PowerPoint, Access, Adobe Illustrator & videoediting)

Skilled in Software Management System Tasks

Internet: Web browsing / searching / blogging, E-mail and Online Information Services

Strong writing capability both in English & Bengali

PERSONAL PROFILE:

Name MD. KAMRUL HASAN

Father's Name A. K. M. Mojib Ullah

Mother's Name Jahanara Begum Date of

Birth 01 Jan 1985 Nationality Bangladeshi

National ID 2693004756761 Blood

Group O (+Ve) Religion Islam

(Sunni) Marital Status Unmarried

Present Address:

Md. Kamrul Hasan Parvez

House No. 17 (1st Floor), Road No. 9, Block: B, Mirpur-13 Dhaka-1216, Bangladesh

Permanent Address:

C/O, A.K.M. Mojib

Ullah Village: Mojupur

Post Office: Panpara

Upazilla: Ramganj

District: Lakshmipur

References:

Md. Rashed Mosarof

Head – HR & Admin

Dabur (Asian Consumer

Care (Pvt.) Ltd.

52, Gulshan Avenue,

Dhaka - 1212

Phone: (880-2) 9849491

Cell: +8801713014046

E-mail: rashed.mosarof@mail.dabur

Md. Hasibul Hasan khan

First Assistant Vice President & Senior Manager

SME Division One Bank Limited

Mobile: +8801712000628

E-mail: hasibul.hasan@onebank.com.bd

Corporate HQ Jalalabad Bhaban (8th Floor), 22 Karwan Bazar C/A, Dhaka-1215