

## ASRAF BIN MOSTOFA

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### **Career Objective:**

Intend to work under heavy pressure with leadership quality in any organization where sincerity, hardworking and analytical ability are the corner stone of success and organization can actualize the potentiality to build up a lucrative care

### **Career Summary:**

1. Introducing to customer service.
2. Importance of customer's orders, quires and suggestions.
3. Personal Presentation.
4. Report and statistics.
5. Culture and Heritage of any where in Bangladesh.

### **Employment History:**

**Total Year of Experience :** 9.5 Year(s)

#### **1. Manager ( December 1, 2018 - Continuing)**

##### **Uttara Motors Limited**

Company Location : Tejgaon,Dhaka

Department: HR & Admin

##### **Duties/Responsibilities:**

- 1.Co-ordinate recruitment throughout the company by proper management of a recruitment team/ HR team.
- 2.Ensure effective Human Resource Planning- the best fit between employees and jobs and avoiding manpower shortage and surpluses in the organization within budget constraints.
- 3.Design and supervise appropriate Human Resource Forecasting (HRF) process.
- 4.Representing interview board.
- 5.Supervise training needs analysis and design and implement a training plan with involvement from department heads.
- 6.Plan and direct for Training of employees.
- 7.Setting policies relating to employees' compensation and benefit package.
- 8.Review all staff salaries and make recommendations for pay rises in consultation with HODs.
- 9.Implement any increase and promotion.
- 10.Ensure employee's welfare; design and develop policy related to provident fund according to company's strategy.
- 11.Developing plan for employees performance management, supervise and monitor performance appraisal process, train supervisors on mentioned issues.
- 12.Designing and establishing performance record tracking system.
- 13.Formulation and implementation of policies and manuals.
- 14.Developing SOP for the organization and ensure its execution.
- 15.Supervise the development of various formats as per organizational needs.
- 16.Managing the talent, competency and experience of employees within an organization and develop plan for the improvement of performance of under performer.
- 17.Setting and maintaining departmental budget.
- 18.Provide day to day advice and consultation to top management, HODs, line managers on numerous human resources and management issues.
- 19.Any other tasks assigned by the management.

## **2. Manager ( August 3, 2017 - November 30, 2018)**

### **NZ Group (100% knit composite industry)**

Company Location : Baridhara DOHS,Dhaka

Department: HR & Admin-CHO

#### **Duties/Responsibilities:**

- 1.Co-ordinate recruitment throughout the company by proper management of a recruitment team/ HR team.
- 2.Ensure effective Human Resource Planning- the best fit between employees and jobs and avoiding manpower shortage and surpluses in the organization within budget constraints.
- 3.Design and supervise appropriate Human Resource Forecasting (HRF) process.
- 4.Representing interview board.
- 5.Supervise training needs analysis and design and implement a training plan with involvement from department heads.
- 6.Plan and direct for Training of employees.
- 7.Setting policies relating to employees' compensation and benefit package.
- 8.Review all staff salaries and make recommendations for pay rises in consultation with HODs.
- 9.Implement any increase and promotion.
- 10.Ensure employee's welfare; design and develop policy related to provident fund according to company's strategy.
- 11.Developing plan for employees performance management, supervise and monitor performance appraisal process, train supervisors on mentioned issues.
- 12.Designing and establishing performance record tracking system.
- 13.Formulation and implementation of policies and manuals.
- 14.Developing SOP for the organization and ensure its execution.
- 15.Supervise the development of various formats as per organizational needs.
- 16.Managing the talent, competency and experience of employees within an organization and develop plan for the improvement of performance of under performer.
- 17.Setting and maintaining departmental budget.
- 18.Provide day to day advice and consultation to top management, HODs, line managers on numerous human resources and management issues.
- 19.Any other tasks assigned by the management.

## **3. Deputy Manager ( August 6, 2016 - July 27, 2017)**

### **Orion Group**

Company Location : Tejgaon,Dhaka

Department: HR & Admin

#### **Duties/Responsibilities:**

- 1.Maintain the work structure by updating job requirements and job descriptions for all positions.
- 2.Maintain organization staff by establishing a recruiting, testing, and interviewing program; 3.counselling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- 4.Prepare employees for assignments by establishing and conducting orientation and training programs.
- 5.Maintain employee benefits programs
- 6.Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- 7.Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records.
- 8.Conduct performance management activities
- 9.Maintain human resource staff by recruiting, selecting, orienting, and training employees.

## **4. Assistant Manager ( May 2, 2015 - June 30, 2016)**

### **Newrest Gulf,Qatar (Joint venture with Orion Group)**

Company Location : Doha,Qatar

Department: HR & Admin

#### **Duties/Responsibilities:**

- 1.Recruitment and selection, Employee development and training, Policy development and documentation, Performance measurement and improvement system,
- 2.Maintaining discipline & administration in the corporate office, Check daily attendance report of the employees.
- 3.Properly update and maintain personal file of the all employees.
- 4.Assessing Manpower demand from the concern department.
- 5.Job design and development based on organizational and departmental goal.
- 6.Ensure core business, activities and participating in overall HR controlling system of the company.
- 7.Designing and implementing performance management system.
- 8.Maintaining HR functions, motivation, and performance appraisal system.
- 9.Supervising welfare facilities & ensure the Welfare Policy health, hygiene & safety issues to the Workers.
- 10.Comply grievance handling procedure & counselling of employees.

11.To execute Orientation and Training Program and awareness for the new employees. 12.Ensure relation between Company owner and Employees wants.

5. **Asst.Manager ( April 4, 2012 - April 5, 2015)**

**Orion Group**

Company Location : Tejgaon,Dhaka

Department: HR & Admin

**Duties/Responsibilities:**

- \*Recruitment planning and execution
- \*Develop policies and manuals as per need and update on regular intervals
- \*Day to day execution of core HR activities and practices
- \*New staff orientation and other policy refreshers to all staffs
- \*Facilitation and co-ordination of the performance appraisal process and other employee development initiatives
- \*Prepare different HR reports per management requirement
- \*Design Compensation and Benefits package for the employees
- \*Conduction of workshops on a regular; positive attitude towards field movement

6. **Sr.Executive (HR & Admin) ( September 1, 2010 - March 4, 2012)**

**Rupayan Group**

Company Location : Mohakhali,Dhaka

Department: HR & Admin

**Duties/Responsibilities:**

- 1.Maintain daily attendance of employees & overtime records.
- 2.Prepare payroll sheet, salary sheet, pay slips etc.
- 3.Maintain personnel files, service records and its updating
- 4.Provide necessary supports to the recruitment team and input data of newly recruited employees
- 5.Assist Asst. Manager/Manager, HR for recruitment, training, salary fixation and confirmation and yearly increment of respective floor workers/staffs

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Human Resource Management	University of London,UK	CGPA:2.9 out of 4	2010	2008-2010
Bachelor of Business Administration (BBA)	Human Resource Management	National University	CGPA:3.5 out of 4	2008	2004-2008
HSC	Business Studies	Dhaka Imperial college	CGPA:3.7 out of 5	2004	2002-2004
SSC	Science	Mirpur Bangla High School	CGPA:3.63 out of 5	2002	2001-2002

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Short Course	Talent Hunt Research Management	Flamingo College, Malaysia	Malaysia	Kualalumpur	2014	15 days
Term Paper	Behaviour of European Students with Asian Students in studyplace.	Inter College,Cyprus	Cyprus	Larnaca,Cyprus	2006	3 months

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 60000  
 Expected Salary : Tk. 70000  
 Preferred Job Category : General Management/Admin, HR/Org. Development

Preferred District

Preferred Country

Preferred Organization Types

: Anywhere in Bangladesh.

: Austria, Bahrain, Egypt, India, Iran, Oman, Qatar, Saudi Arabia, Singapore

: University, Shipping, Multinational Companies, Embassies/Foreign Consulate, Hotel, Airline, Tea Garden, Real Estate, Overseas Companies, Group of Companies

Specialization:

Fields of Specialization
<div><div><div></div></div><div><div>Recruitment</div><div>Labor Law</div><div>selection</div><div>General HR</div><div>Compensation &amp; Benefits</div><div>Training &amp; Development</div></div></div>

Extra Curricular Activities:

I have vast knowledge of the secretarial jobs.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium
Greek	Low	Low	Medium
Hindi	Low	Low	High

Personal Details :

Father's Name

Mother's Name

Date of Birth

Gender

Marital Status

Nationality

Religion

Permanent Address

Current Location

: Al-haj Golam Mostofa

: Late Nilufar Yasmin

: December 12, 1987

: Male

: Married

: Bangladeshi

: Islam

: Section-11,Block-A,Avenue-3,Line-17,House-16,,1216, Mirpur TSO, Mirpur, Dhaka 1216

: Dhaka

Reference (s):

Reference: 01		Reference: 02
Name	: Raziuddin Razi	Asraf Reza
Organization	: Orion Power & energy Solution Limited	BIWTC
Designation	: Director	AGM
Address	: Gulshan,dhaka	Mirpur Dhaka
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E-Mail	:	
Relation	: Professional	Relative

