



ABDULLAH AL MAMUN



To join a company that offers me a positive atmosphere and inspires me to enhance and therefore to innovate within the work culture for the betterment of all parties concerned.

CONTACT INFORMATION

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 **Abdullah-Al-Mamun**

 **Prince.mahi33**

Educational Background

North South University

Bachelor of Business Administration
2017
Major: HR & Marketing

Dhaka Commerce College

Higher Secondary Certificate (HSC)
2012
Business Studies

Monipur High School

Secondary School Certificate (SSC)
2010
Business Studies

Professional Training


- ✓ Effective Communication Training 2018
- ✓ Bangladesh Labor Act 2006 & Rules 2015 Training
- ✓ Leadership Skills For Emerging Leaders 2018

Vice-President, North South University Athletic Club (2016-2017)

Responsibilities:

- ✓ Recruiting Members
- ✓ Creating Budget
- ✓ Adjustment preparation
- ✓ Dealing Sponsorship
- ✓ Executing event

Academic Reference

 Tajuddin Ahmed
Lecturer, Department Of
Management
North South University
Telephone: +880 1713-015597



Work Experiences

Executive, HR (Medical Service)

January 2020- Present

Responsibilities:

- ✓ Maintaining process of candidate selection; interviewing; job offer; background check
- ✓ Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees.
- ✓ Conducting employee orientation and facilitating newcomers joining formalities
- ✓ Maintaining and regularly updating master database (personal file, personal database, etc.)

Senior Executive, HR

October 2017- July 2019

Responsibilities:

- ✓ Maintaining Daraz recruitment process
- ✓ Hiring and training procedures for new employees
- ✓ Organizing DFLP (Daraz Future Leader Program)
- ✓ Representing Daraz in different career fest
- ✓ Joining Formalities / Onboarding Process
- ✓ Handling Employee Database
- ✓ Monitoring Daraz internal HR systems and databases
- ✓ Maintaining Daraz exit - formalities & full and final settlement

Intern, Marketing & Research

February 2017- May 2017

Responsibilities:

- ✓ Preparing questionnaire
- ✓ Fieldwork quality control through field visits
- ✓ Communicating with research agencies
- ✓ Reporting and analysis

