

MD. AHADUZZAMAN

Address: House-5/4, Ansar camp, Mirpur-1, Dhaka-1216.
Mobile No 1: 01717901220
Mobile No 2 :01914846201
e-mail : ahad406@gmail.com



Career Objective:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Employment History:

Total Year of Experience : 7.8 Year(s)

Senior Executive (HR Operations & Payroll) (October 1, 2016 - Continuing)

YKK Bangladesh Pte Ltd

Company Location : Dhaka

Department: HR

Duties/Responsibilities:

Audit, Policy & OD

- 1) To mitigate the audit findings, and rectify HR issues by following Local law, & EPZ labor act as well as Buyers requirements.
- 2) To face different social compliance audit as per requirement as well as the law of the land.
- 3) To support IMS/ISMS audit findings for rectification.
- 4) Review and Ensure, HR policies as and when required and rectified accordingly with having proper team efforts.

PMS, Compensation & Benefits, Settlements

- 5) Coordinate, advise, and assist to finalize payroll services effectively and efficiently.
- 6) Ensure timely processing of monthly payroll and salary tax related activities.
- 7) Delivering the end to end payroll function and managing all system development/improvements, international and local reporting and ensuring full compliance with all relevant legislation, award provisions and Internal Controls.
- 8) To administer the procedure of performance management system and graded accordingly with proper coordination.
- 9) To achieve the schedule deadline of Final Settlements of separated employees.
- 10) To assist in yearly financial issues such as (Bonus, Incentive, Arrear, Earn Leave Encashment, and so on)
- 11) Follow up company Allowances for Staffs as per company policy and maintain accordingly.

Leave Administration & Working Hours

- 12) Monitoring Employee's leave/Attendance management for controlling absenteeism in the workplace.
- 13) Execution of the Organization guidelines regarding leave & working hours.

Recruitment & Training

- 14) Design and review the recruitment and selection process.
- 15) Coordinate with management for the execution of recruitment as per agreed manpower planning as well as lead time.
- 16) Conduct Induction Training for the new recruit employees.
- 17) Assess training needs, review and recommend methodologies for training to conduct foundation training for employees.

HRIS/HR Database Management and Analytical Reporting

- 18) To maintain/assist HRIS systems and its server with accuracy as per ISMS standard.
- 19) Assisting to rectify the requirements of HRIS and implement through perspective concerned persons as well as vendor.
- 20) Monthly reporting to management, Working hours/Absenteeism/Turn Over and Payment analysis.

Executive - Finance & Accounts (July 1, 2013 - October 1, 2016)**SAIC Group of Institutions****Duties/Responsibilities:**

01. Maintaining accounts records including ledger, cash book, cheque and salary register with cash management.
02. Payment of bills, invoice and salaries.
03. Payment of expenses and expenses advances. Obtaining signatures from cheque signatories.
04. Implementing accounting system and financial policies.
05. Producing financial statement for management
06. Ensure appropriate utilization of fund and crosscheck the financial reports and books of accounts.
07. Produce timely financial reports, lead the preparation of budget and ensure compliance with donor agencies regulation regarding accounting, auditing and financial management requirement
08. Provide advice and direction to the team in order to ensure the preparation and execution of financial management and grants/subcontracts documents.
09. Perform performance management activities of the supervise in timely including coordination with the program/donor and other technical unit From Donor
- Prepare financial report, performance report.
10. Review and check the book, documents, bill, invoices etc.
11. Carry on the business of the organization an orderly and efficient manner.
12. Ensure that management policies are strictly followed.
13. Ensure the completeness and accuracy of the accounting records.
14. Prepare budget variance report and comparison with actual expenses, monthly, quarterly, six monthly, yearly.

Internship (June 1, 2013 - August 8, 2013)**Bangladesh Development Bank LTD (A state owned bank)****Duties/Responsibilities:**

Evaluates loan applications and documentation by confirming credit worthiness. Improves loan applications and documentation by informing applicant of additional requirements.

Professional Qualification:

Concentration	Institute	Enrollment Year	Executive level (Ongoing)
Chartered Secretary(CS)	ICSB - Institute of Chartered Secretaries of Bangladesh.	2020	

Academic Qualification:

Exam Title	Concentration	Institute	Result	Pas.Year
Master of Business Administration (MBA)	Finance	Bangladesh University of Professionals	CGPA:3.46 out of 4	2016
Bachelor of Business Administration (BBA)	Finance & Banking	Pabna University of Science and Technology	CGPA:3.46 out of 4	2014
Higher Secondary Certificate (H.S.C)	Business Studies	Dhaka Commerce College, Dhaka	CGPA:4.1 out of 5	2008
Secondary School Certificate (S.S.C)	Business Studies	National Bangla High School, Dhaka.	CGPA:4.44 out of 5	2006

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Bangladesh Labor Law & Labor Rules 2015	Introduction to Bangladesh labor Act 2006 and	World Academy for Research and Development	Bangladesh	Start Kabab, Dhanmondi, Dhaka	2017	1day

	Bangladesh labor Rule 2015					
E-Commerce (Electronic Commerce) Lab	HTML, CSS and CMS platform.	Pabna University of Science & Technology	Bangladesh.	PUST	2012	6 months
Applied Statistics for Business Decision	Software: SPSS, MINITAB	Pabna University Of Science & Technology	Bangladesh	PUST	2011	6 months
Management Information System Lab	Software: MS Excel (advanced with formulae), MS Access (database)	Pabna University Of Science & Technology	Bangladesh	PUST	2011	6 months

Personal Details :

Father's Name : MD. Abdur Rouf
 Mother's Name : Ferdous Ara Begum
 Date of Birth : December 2, 1991
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi,
 Religion : Islam
 Permanent Address : Village: Jogonnathpur. Thana: Shahjahanpur, Post: Khorna, District: Bogura,
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Mostafizur Rahman	Dr. Md. Amirul Islam
Organization	: Teletalk Bangladesh	Pabna University of Science and Technology (PUST)
Designation	: Associate Manager	Associate Professor
Address	Teletalk Corporate Office, House No- C.E.S (A)-39, Road No-116, Gulshan-1, Dhaka-1212.	Rajapur, Dhaka - Pabna Highway, Pabna 6600, Bangladesh
Mobile	: +8801550155239	+8801712441979
E-Mail	: mostafiz.rahman@outlook.com	amirulpust@gmail.com
Relation	: Professional	Academic