

Curriculum Vitae of Md. Noor Nabi

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Career Objective:

To build my career in a challenging position within progressive organization where I can utilize my acquired knowledge, technical skills & creativity, able to work on own initiative & as part of a team.

Career Summary:

I worked for many reputed companies and take to HR, Payroll, compliance Training and earned enough knowledge in the field of your given post. I think, I am the most Eligible candidate for your given post.

Special Qualification:

Skill on KORMEE Software, FHIS Software Implement & handling , Customized Payroll software, Bio-Metric Software, Jibika Software, Advance in Excel, Presentation, IT Support Training, HR Professional Training, Audit Handling, CSR Activities, etc.

Employment History:

Total Year of Experience : 9.0 Year(s)

1. Team Lead-HR(October 10, 2020 - Continuing)

SQ Celsius Ltd. (SQ Group)

Company Location: Jamirdhia, Bhaluka, Mymensingh.

Department: HR

Job Responsibilities:

1. To execute overall work of the HR department in line with policy guidelines.
2. To Maintaining payroll, attendance, leaves, compensation & benefits, disbursement of wages and salaries.
3. Maintain legislative procedure of Employees Job separation, Final Settlement & payment issues
4. To assist in issues relevant to Payroll, HRIS and update leave, attendance, yearly increment, salary adjustment and individual salary statement etc.
5. Control daily HR-related Issues - Attendance, Leave, etc.
6. To take department wise Manpower budget approval from Management for replacement of right people in right place.
7. Provide new employees Induction, Orientation & Training of existing employees as required.
Ensure & monitor good housekeeping of factory premises
8. To Drive and direct all recruitment efforts and processes
9. To Preparation of all documents related to recruitment, Screen CV as per job profile, Interview coordination, selection, employment, probation, evaluation, promotions, postings, etc.
10. To Communication with inter section
11. To Ensure and updated all documents of personal file
12. To look into compliance issues and others as per the labor law and to assist in disciplining employees in line with existing labor laws & company policy.
13. To ensure day-to-day HR/Compliance works are done smoothly.
14. Disciplinary Action related jobs as per management instruction.
15. Handling Buyer & Auditors.

16. KORMEE Software Working area (Basic information entry, shift roster ,leave entry, daily attendance report, employee separation ,manual attendance entry, Position code create, Salary setup, Bonus entry, increment entry, loan entry, salary & Bonus process etc.)
17. Capable to control an emergency situation
18. Follow up company's Policy and procedure follow-up & ensure departmental requisition.
19. To perform other duties as assigned by higher authority time to time.

2. Sr. Executive -HR & Payroll (January 13, 2018 - October 8, 2020)

Crystal Martin Apparel Bangladesh Limited

Company Location: Vhaluka, Maymensingh

Department: HR & Compliance

Duties/Responsibilities:

1. To perform recruitment processing
2. Manpower planning & sourcing, screening, selection, recruitment, placement,
3. Responsible for updating the employee profile with relevant information of promotion, increment, transfer, entitlements etc.
4. To support payroll processing
5. Major responsibility is to assist preparing and maintaining payroll information by collecting, calculating, and entering data.
6. Assist in preparing and updating yearly and monthly increment and confirmation.
7. Prepare various reports on payroll.
8. Bank A/C verification.
9. Any special payments Sheet Prepare like Bonus, Arrears, Canteen bill and Holiday Duty bill.
10. Develop, manage and maintain comprehensive payroll records.
11. Supervise and co-ordinate activities of payroll staff.
12. To arrange Training & Organization Development program
13. To take discipline action for all employee
14. To face all social audit likes as SEDEX, TESKO, Better Work, H&M., Next, M&S.
15. To ensure 100% Compliance Issues.
16. To Maintain All resister & Requirement Necessary documents
17. To arrange WPC & Safety Election & meting.
18. To Ensure the factory is reads for all audit & buyer
19. To prepared all analysis report like absent migration, Salary discrepancy, attendance mismatch etc.
20. To conduct internal audit.
21. To support logistic issue
22. To maintain canteen management
23. To ensure outside gate pass & in pass
24. To make a Plan CSR activities
25. To Maintain Guest management.
26. To look after company transport management
27. To maintains security management.
28. To contract monthly management review meeting
29. Have knowledge about Bangladesh Labor Law.
30. FHIS (Factory Human Resource information System) Payroll Software Implement & Handling.
31. **Kormee & FHIS software Working Area:** (Basic information entry, shift roster, leave entry, daily attendance report, employee separation ,manual attendance entry, job card making, Salary setup, efficiency Report Prepare ,increment entry, loan entry, Create Designation Department, Position Create , Bulk uploaded Advance Salary, Increment , Bank AC, salary process, Bonus Process etc.)

3. Sr. Officer HR & Pavroll (March 6, 2016 - January 11, 2018)

Palmal Group of Industries

Company Location: Dhaka

Department: Admin & HR

Duties/Responsibilities:

01. Data download & Process then Prepare Daily attendance report and send to the concerned department.
02. Prepare Daily Late report and issue to HR officer for verify.
03. Prepare Daily absent report and issue to HR officer for verify.
04. Entry Early /Short leave.
05. Questionable/Manual Correction entry Report.
06. Entry Leave information into software.
07. Make Attendance Summary.
08. Individual Monthly details Attendance Report.
09. List of active / inactive employees.
10. Monthly newly joining employee's status.
11. Monthly separated employee's status.

12. Prepare Monthly Salary Sheet including OT & Bank disbursement sheet within deadline.
13. Prepare Monthly Salary summery report.
14. Entry employee personal information into software and upgrade time to time including Promotion, Increment, Transfer, Termination etc.
15. Prepare Monthly increment summery.
16. Data entry by Bio-Metric Enrollment & Identification Software.
17. Troubleshooting: computer, Networking, Email etc.
18. Any other assignments given by management time to time.
19. Audit Handling: SEDEX

4. **Officer-HR & Admin (October 19, 2011 - February 29, 2016)**

QUALITEX INDUSTRIES (BD) LTD.

Company Location: CEPZ, Chittagong. Bangladesh.

Department: HRD

Duties/Responsibilities:

Job Responsibilities:

1. Recruitment as per demand of departments.
 2. Daily attendance report prepares & checks (Maintain Kormee Software)
 3. Preparing personal file as per buyer's requirement and company policy
 4. Confirmation of employees.
 5. Maintaining leave register.
 6. Prepare of service book.
 7. Worker orientation for new workers.
 8. Inquire the absent worker and find the reason and report to management.
 9. Maintaining files and confidential documents.
 10. To ensures the continual accuracy of the payroll and HRIS database through periodic and timely updates of changes to headcounts, salaries, benefits, and performance appraisals.
 11. To Record and process employee information including annual leave, salaries and working hours.
 12. To Plan, Design, develop, implement and manage salary, incentive and benefits packages.
 13. To Coordinate competitive market research to review current pay practices to implement new benefits arrangements
 14. To monitor all pay practices and systems for effectiveness and cost containment.
 15. To ensure all compensation process like grading system, job evaluation system and benefits arrangements are aligned with the organizations overall strategy and industry trend.
 16. To ensure annual compensation events, inflation analysis, cost of living adjustment, incentive schemes run smoothly.
 17. To recommended changes in benefits offered, especially new benefits aimed employee satisfaction and retention.
 18. Cash Payment of Employee.
 19. Making Pity Cash.
 20. Cheek & Voucher Prepared
 21. Any other HR related tasks
 22. Have knowledge about Bangladesh Labor code or BEPZA Instruction.
 23. Training & Awareness program for worker.
- Audit Handling: IKEA.
- KORMEE Software Working area (Basic information entry, shift roster ,leave entry, daily attendance report, employee separation ,manual attendance entry, job card making, Salary setup, Bonus entry, increment entry, loan entry, salary & Bonus process etc.)

Academic Qualification:

Exam Title	Concentration / Major	Institute	Passing. Year	Duration
MBS (Masters of Business Study)	Management	National University	2011	2 years
BBS(Bachelor of Business Study)	Business Studies	National University	2009	3 Years
HSC	Business study	MES College, ctg.	2004	2 Years
SSC	Business study	Halishar Begumjan high school, Chittagong.	2002	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Team Building	Co-Operation each other	Crystal Martin Apparel (BD) Ltd	Bangladesh	Dhaka	2019	01 Day
Achieving Sustainable Compliance	Achieving Sustainable Compliance	BSAHRP	Bangladesh	Dhaka, Bangladesh	2019	01 day
HR Accounting for HR Professionals	HR Accounting	BSAHRP	Bangladesh	Dhaka	2018	1 Day
Compensation & Benefit Management	Compensation & Benefit Management	BSAHRP	Bangladesh	Dhaka	2018	1 Day
Practical Applications of the Labor Act & Rules	Practical Applications of the Labor Act & Rules	BSAHRP	Bangladesh	Dhaka	2018	1 Day
Training Workshop	Minimum Wage under New Gazette-2018	BGMEA	Bangladesh	Dhaka	2018	1 Day
IT Support Technical	1. Computer Fundamentals 2. Operating System Fundamentals 3. Application System Fundamentals 4. Microsoft Office Fundamentals 5. Database Fundamentals 6. Data Communication and Networking Fundamentals 7. Internet Fundamentals.	Basis Institute Of Technology & Management (BITM) .	Bangladesh	BDBL Bhaban, Kawran Bazar , Dhaka	2016	3 Months

Achievement:

Certification	Institute	Location	From	To
Best Employee	Crystal Martin Apparel Bangladesh Ltd.	Dhaka	January 13, 2018	December 31, 2018

Extra-Curricular Activities:

CSR Activities:

1. Rooftop Gardening
2. 8th March Woman's day
3. Canteen Environmental Presentation
4. Cloth Distribution
5. Fair Price Shop
6. Motivational Training
7. Cultural Program
8. Employee Birthday Party
9. Tree distribution
10. FM Radio
11. Block Buster Movie
12. Mobile Fair.

Personal Details :

Father's Name : Md. Ismail
Mother's Name : Nur Jahan Begum
Date of Birth : December 30, 1984
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 2694813839108
Religion : Islam
Permanent Address : Takuarchar, Haydarganj, Raipur, Laksmipur-3713
Current Location : Vhaluka, Mymensingh.

Reference:

Name : Munshi Ahe-Ta-Shamul Murad
Organization: Crystal Martin International Limited
Designation: Manager-HR & Compliance
Address : Gazipur Dhaka.
Mobile : 8801911560537
Relation : Professional



Signature