

S.M. MORSHED PARVEZ

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Age : 39 Years (08-12-1981)

NID Number : 5992863596

Blood Group : AB (+)eve

Address : Nirala Tabligue Masjid, Khulna.



Career Summary:

I have **12 years** of working experience in HR-Admin field with some MNCs and National corporates. I have an MBA degree with some short trainings in my bag.

Core Proficiencies:

- | | | |
|----------------------------------|-----------------------------|----------------------|
| • Core Administration | • Factory HR | • Employee Relations |
| • HR Budgeting/Planning | • Branding the organization | • Labor Law |
| • Policy Design & Administration | • Process Improvement | • SAP HR Module |
| • Workplace Compliance | • Talent Management | • Office management |

Personal Attributes:

- Time Management • Hard worker • Effective Negotiation • Emotional Stability Goal Oriented • Contact Management • Self-Motivation • Quick learner • Accountability
- Commitment • Self-directed • Work well under pressure • Polite & respectful manners.

Current Position: Currently working as a freelancer with and design and development agency (www.zainiklab.com). Content writing, marketing lead collection and help clients to get their best supports are my main job responsibilities

Job Experiences:

- Incepta Pharmaceuticals Limited**
Designation : Asst. Manager- HR- Admin
Department : HR & Admin (Dhamrai plant)
Duration : **July 2018 to April 2019**
- VIP Industries Bangladesh Private Limited**
Designation : Manager- HR
Department : HR & Admin
Duration : **December 2017 to July 2018**
- Grameenphone Limited**
Designation : Manager/Specialist -P&O (HR)
Department : Property & Facility Service/ Administration
Duration : **July 2006 to June 2016**

Academic qualification:

- **MBA** , CGPA- 3.56, Khulna University, 2017.
- **BBA** , CGPA- 2.89, Khulna University, 2006.
- **HSC** (Science), 73.7% Marks, Barisal Cadet College, 1999.
- **SSC** (Science), 85.7% marks, Barisal Cadet College, 1997.

Computer Skills:

MS Office, Internet, Email & necessary office application, Python Programming Language, On page SEO, Technical SEO. **SAP hr module:** User interface.

Training/Workshop Summary:

- **Training on SOP Writing, Building Positive Attitude** from **Incepta Pharmaceuticals Limited** in **2018**.
 - **Training on Project Management Foundation-I, & II** from **Grameenphone PMO, Dhaka** for **2 days in 2011 & 2 days in 2013** respectively.
 - **Training on Basic Leadership Training** from **HR Kites, Brac BCDM, Savar** for **2.5 days**.
 - **Training on Problem solving & Decision Making, Communication Skill**, from **GP House, Baridhara, Dhaka** for **2 days**.
 - **Training on CRM-Corporate Risk Management** from **Trojan Securities** for **2 days**.
 - **Workshop on Leadership Skill** from **British Council** for **2 days**.
 - **Workshop on Labor Law 2006 & 2013 (Amendment)** from **GP House, Baridhara, Dhaka** for **2 days**.
- Mentor-** Advocate JafrulHasan Sharif

Extra Curricular Activities:

- **Traveling & Reading** is my passion. Have traveled Almost every districts of country
- **Member of BEXCA- Barisal Ex-cadet association** □ **Member of Business club of Khulna University.**
- Was a **Member** of "**Sutropat**"- a leading cultural organization in Khulna University.
- Actively participated in the relief program of **SIRAD** and **AILA** arranged by **Grameenphone Ltd.**

Language proficiency:

Bengali: Native proficiency

English: Professional working proficiency

References:

Abdullah Al Mamun
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Ministry of Education.
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Relation: Professional

Declaration & Authenticity:

I do hereby declare that the information given above is true of my knowledge.

Sincerely yours,



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(S.M. MORSHED PARVEZ)