

KHAN MOHAMMAD SHIBLI HASAN

Nikaton, Bangladesh. +8801911120878 s.hasan04@gmail.com khan-mohammad-shibli-hasan



HR personnel with more than **4 years** experiences of managing all aspects of HR & Admin function from Recruiting & Selection, Training & benefits, employee relation. Aiming to managing team, build-up professional network, maintain client relation.

Employment History:

04 (+) years

The Daily Bonik Barta

Bonik Barta is a Bengali-language daily newspaper of Bangladesh. The newspaper is publishing from Dhaka. Bonik Barta is famous for its financial analysis at home & abroad.

Senior Executive (HR & Admin)

June 2019
To
Continuing

Job Responsibility:

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Compensation & payroll management.
- Organize in-house & external events, organize venue, contact event management agency, observe & monitor their work progress etc.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Support budgeting and bookkeeping procedures.
- Track stocks of office supplies and place orders when necessary.
- Prepare regular reports on expenses and office budgets.
- Organize a filing system for important and confidential company documents.
- Update HR policies as needed.
- Prepare reports and presentations with statistical data, as assigned.
- Arrange travel and accommodations.
- Communication with third party vendor to identify the Venue, Food, Stationary etc.
- Assist in program Procurement to vendor
- Manage petty cash related task and reporting.

Paradigm Architects & Engineers Ltd.

Paradigm Architects & Engineers Ltd. (PAE) is a one-stop integrated design service to deliver architecture, interior design, visual design, sourcing consultancy and project construction & management services.

Executive (HR & Admin)

Nov 2017
To
May 2019

Job Responsibility:

- Acting as the first point of contact for anyone enquiring about a vacancy.
- Maintenance of the HR records and systems. Compile & submit report of monthly expenses.
- Maintain liaison with local authorities and service providers in relation to all HR matters.
- Developing reports for senior HR Officers on staff sick leave, absences and holiday leave.
- Interpreting and clarifying the companies HR policies & practices.

SMC Enterprise Ltd

Dec 2016
To
Jul 2017

Sales Officer

Duties/Responsibilities:

- Work in a sales territory and achieve own sales and revenue targets.
- Selling company products through effective coverage of pharmacy and non-pharmacy outlets.
- Prepare daily report & submit to reporting person.

Education:

	Name of the Institution	Degree/ Subject	Passing Year	Class/Division/ Grade
01	Jahangirnagar University	MBA/ Human Resource Management	Sep 2015	3.39
02	National University	M.Sc./ Chemistry	FEB 2014	2 nd Class
03	National University	B.Sc./ Chemistry	Jun 2012	2 nd Class

Computer Literacy

I have sound knowledge on **Microsoft Offices, Microsoft Visio**, Internet Browsing, Adobe Photoshop, Adobe Illustrator, Adobe Light room, Mailing.

In addition, good command on typing. My typing speed 190 CPM in English, 150 CPM in Bangla.

Language proficiency:

Language	Level of proficiency
Bengali	Native
English	Fluent
French	Moderate (DELF A2-220 hr)

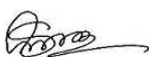
Extra Curriculum Activities:

I am involved various extra curriculum activities as, photography club, travelling group.

References:

Name	Suman Kumar Dey	Kazi Anis Bieckey	Rakibul Islam
Organisation	The Daily Bonik Barta	Paradigm Architects & Engineers Ltd	KR Group
Designation	Manager	Manager (HR & Admin)	CEO
Address	12 Kazi Nazrul Islam Avenue,BDBL Bhaban, Karwan Bazar, Dhaka-1215.	House-420, Road-30, New DOHS, Mohakhali, Dhaka-1206	KR Group Akash Plaza, Sec-09, Uttara Dhaka-1230.
Phone	8180194	8833746	029352485
Mobile	01733305239	01937182000.	01716111522
E-Mail	sumandey0204@gmail.com	bieckey.paradigm@gmail.com	rakibul222@gmail.com
Relation	professional	Direct Supervisor	Professional

Sincerely,



KHAN MOHAMMAD SHIBLI HASAN

s.hasan04@gmail.com

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June 16, 2021

To

Human Resource Department

Bangladesh Honda Pvt. Ltd.

Monem Business District,

East Tower (10th floor), 111, Bir Uttam C. R. Dutta Rd,

Karwanbazar, Dhaka-1205.

Dear Sir

As a motivated individual, I am extremely interested in submitting an application for the position of “**Senior Executive - HR & Administration**”.

I completed my MBA that's given me a range of practical capabilities that will meet the needs of this role meanwhile, I have been an HR & Administrative employee for the past four years, ever since completing my business administration certificate. Currently I am working in a national daily newspaper “**The Daily Bonik Barta**” as senior executive in HR & Admin department.

With regard to my ability to meet the specific requirements of this job:

Master in Business Administration has provided training in the use of I am quite proficient in HR & Administrative responsibilities including Payroll, calculating final settlement (PF, GF, leave encashment), records management, training staff, leave management, CV screening, prepare for interview session, oral & written communication. I also maintain total inventory system & always update stock before rise shortage.

As of current & past organization, I am directly coordinate with accounts department. My department monitor measurement and interpretation of financial information. The results of their work ensure compliance, and provide the groundwork for greater financial strategies, provide the day-to-day efforts needed to record and assess basic accounting data, inventory control, maintain petty cash. Also, provide monthly expense data along with comparison to last month. Monitor & maintain all cash in-out & maintain ledger book.

My employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand that you will receive a large number of applications for this role. However, I do believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of your organization.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my CV for your consideration. I can be contacted at all times on the details provided above.

Respectfully Yours,



Khan Mohammad Shibli Hasan