

MD. Nabil Barket

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### ***Career Objective:***

To align personal career goals with corporate objectives in order to be a worthy human asset for an organization in addition to acquiring personal growth in the dynamic field of Human Resources

### ***Work experience:***

#### **North End Coffee Roasters -HR Officer (April 05, 2019-Continuing) Area of Work:**

- Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Develop job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program counseling managers on candidate selection
- Negotiation with staff and their representatives on issues relating to pay and conditions.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Maintains human resource information system records and compiles reports from the database.
- Contributes to team effort by accomplishing related results as needed.

#### **BKMEA-Compliance Trainee (July 11, 2018- January 12, 2019) Area of Work:**

- Ensure worker Rights based on BLL-2006
- Organize and patronize PC,WPF,Pf &Trade union
- CSR & welfare issues to ensure safe workplace
- Maintain HR & compliance related legal documentation
- Face & conduct compliance audit based on international standard buyers

**Janata Bank Limited-Internship (1<sup>st</sup> September-30<sup>th</sup> November), 2016 Area of Work:**

General HR Activities

***Professional Credentials:***

✓ **Post Graduation Diploma in Human Resource Management(PGDHRM)**

Name of the Institute : Bangladesh Institute of Management

Graduation year : 2018

Result : **CGPA 3.75** (on a scale of 4.00)

✓ **Bachelor of Law(LLB)**

Name of the Institute : Bangabandhu Law College

Current Status : Part-1 (Enrolled)

***Academic Credentials:***

✓ **Master of Business Administration(MBA)**

Name of the Institute : University of Dhaka

Major : Human Resource Management

Graduation year : 2019

Result : **CGPA 3.33** (on a scale of 4.00)

Major Result : **CGPA 3.63**

✓ **Bachelor of Business Administration (BBA)**

Name of the Institute : North South University

Graduation year : 2017

Major : Human Resource Management

Result : **CGPA 2.54** (on a scale of 4.00)

✓ **Higher Secondary Certificate (HSC)**

Name of the Institute : Dhaka Commerce College

Name of Board and year : Board of Intermediate & Secondary Education, Dhaka (2011)

Group : Business Studies

Result : **GPA 4.90** (on a scale of 5.00)

✓ **Secondary School Certificate (SSC)**

Name of the Institute : Motijheel Model High School and College

Name of Board and year : Board of Intermediate & Secondary Education, Dhaka (2009)

Group : Business Studies

Result : **GPA 4.44** (on a scale of 5.00)

### ***Skills Summary:***

- ✓ Computer : MS office and Basic computer operating.
- ✓ Language : Bengali and English.
- ✓ Communication : Good interpersonal and communication skills.
- ✓ Presentation : Good presentation skills.
- ✓ Law : Bangladesh Labour Law-2006

### ***Extra-Curricular Activities:***

- ✓ General member of Cine & drama club of North South University, Year (2012-2014)  
Performance: Annual Drama, club carnival, workshop production.
- ✓ General Member -NSU HR CLUB(August 2015-December 2016)
- ✓ Participate NSU-HAAT BAZAR,Fall-2015

### ***Personal Details:***

- ✓ Date of Birth: August 8, 1994
- ✓ Nationality: Bangladeshi
- ✓ Religion: Islam
- ✓ Marital Status : Single

### ***References:***

#### **Kazi Ahsan Maruf, CFA**

Head of Asset Management

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#### **Prof. Ali Akkas**

Professor & Chairman

Department of Management

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### ***Declaration:***

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

**MD. Nabil Barket**