

MD.MAHMUDUL HASAN

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Career Objective:

To secure a mid-level position in the human resources field that would entrust me with maintaining and enhancing the human resources and developing the strong professional team for the company.

Career Summary:

I am experienced in overall HR operations with R.B. Group (Walton), Promixco Ltd. and Neways International Company Ltd. which mainly includes HR planning, organizing, recruitment, selection, compensation & benefits, attendance & leaves, employee communication and relations, training & development, daily HR & administration issues. Also handling employee grievances and other HRD and Admin tasks efficiently.

Special Qualification:

Expert in HRM field.

Employment History:

Total Year of Experience : 11.8 Year(s)

1. Deputy Manager- HR & Admin (November 1, 2017 - Continuing)

Neways International Company Ltd.

Company Location : Nikunjo-1, Dhaka.

Department: HR & Admin

Duties/Responsibilities:

Maintains the work structure by updating job requirements and job descriptions for all positions.

Maintains organization staff by establishing a recruiting, testing, and interviewing program counseling managers on candidate selection and so on.

2. Asst. Manager- HR & Admin (March 1, 2015 - October 31, 2017)

Promixco Ltd.

Company Location : 34, Topkhana road, Dhaka.

Department: HRD & Admin

Duties/Responsibilities:

I am responsible for recruitment, selection, working practices, pay, conditions of employment, negotiation with external work-related agencies, equality and diversity, administering payroll and maintaining employee records, interpreting and advising on employment law, dealing with grievances and implementing disciplinary procedures, developing with line managers HR planning strategies which consider immediate and long-term staff requirements, planning, and sometimes delivering, training - including inductions for new staff, analyzing training needs in conjunction with departmental managers and other various relevant tasks.

3. Asst. Principal Officer- HR (April 25, 2011 - February 28, 2015)

R.B Group of Industries Ltd. (Walton)

Company Location : 5, Razuk Avenue, Motijheel, Dhaka-1000

Department: Human Resources

Duties/Responsibilities:

I was responsible for recruitment, selection, issue appointment and collect joining letter, training and development, prepare performance appraisal, arrange meeting on daily basis, software (HRIS/ERP) and file updates, investigate the newly recruited employees through our team, monitor the entire Walton plaza (about 132 plaza and 1046 people) by ensuring the activities of HRM and other various relevant task.

4. CO (Circle Officer) (April 1, 2009 - February 25, 2011)**Akij Group**

Company Location : Noapara, Jessore

Department: Custom & Vat/Export

Duties/Responsibilities:

To ensure the delivery of products & ready the challan. Contact with the custom office to update the papers and always connect to the head office of dhaka and chittagong port.

5. Ticketing & Reservation officer (December 1, 2007 - March 31, 2009)**Malaysia Airlines**

Company Location : Plot no.sw(1)-4, 25, Gulshan Avenue-1, Dhaka1212

Department: Customer Service

Duties/Responsibilities:

To control the Ticketing & Reservation department by providing proper service to ensure best customer satisfaction.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Human Resource Management	Southeast University	CGPA:3.25 out of 4	2012	1.5 years	Completed Post graduation
BBA	Human Resource Management	Southeast University	CGPA:3.4 out of 4	2007	4	Completed Graduation
HSC	science	kadirabad cant. college, Nator	Second Division, Marks :59 %	2002	2	Completed higher secondary education
SSC	science	SM high school, Ishurdi, pabna	First Division, Marks :75%	2000	12	Completed secondary education

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
HRM for Organizations Training module 1-5	ALL HRM activities for small and big companies	BIHRM	Bangladesh	15 Indira Road (3rd Floor), Framgate, Dhaka 1215.	2017	1.5 month
Basic English Language Course	English Spoken and Written	Zenith International	Bangladesh	Dhaka	2002	3 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 48000
 Expected Salary : Tk. 70000

Preferred Job Category : Bank/Non-Bank Fin. Institution, HR/Org. Development
 Preferred District : Chattogram, Dhaka
 Preferred Country : Australia, Canada, Finland, France, New Zealand, Sweden, Switzerland, United Kingdom, United States
 Preferred Organization Types : Banks, Telecommunication, Manufacturing (FMCG), Govt./ Semi Govt./ Autonomous body, Development Agency, Multinational Companies, Pharmaceutical/Medicine Companies, Overseas Companies, Group of Companies, Tobacco, Research Organization

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Compensation & Benefits • Recruitment • Performance appraisal • Job Analysis & Manpower Planning • Labor Management • Training • Administration • Human Resources • Human Resources & Development • Human Resource Management 	<p>☐ Computer Literacy - Proficient in using Microsoft Office, Internet browsing, E-mail etc. - HRIS (HRM) software & Bangla Typing.</p> <p>☐ Multi-lingual - Fluent in English and Bengali. - Speaking & listening only in Hindi.</p> <p>☐ Interpersonal Skills - Effective use of self-management, stress control and Self-motivation.</p> <p>☐ People Skills - Excellent technical writing skills, ability to managing the people. - Effective in verbal communication, public-speaking, and leadership with efficient training and adequate HRM knowledge.</p> <p>☐ Creative Abilities - Expression of creativity using video and photography based on HRM related activities and so on.</p>

Extra Curricular Activities:

☐ Write commentary article for journals and newspapers
 ☐ Take part academic debate competitions
 ☐ Member of student representative committee
 ☐ Voluntary work in organizing cultural events for the community
 ☐ Experiment with different musical genres
 ☐ Voluntary work in charitable foundations such as Alliance for Progress Worldwide (APW), which focuses on raising funds for third world countries
 ☐ Member of the local badminton.
 ☐ Reading novels and short stories
 ☐ Involve in Blood donor Foundation

Language Proficiency:

Language	Reading	Writing	Speaking
Begali	High	High	High
English	High	High	High
Hindi	Low	Low	High

Personal Details :

Father's Name : MD.MOSLEM UDDIN
 Mother's Name : MOMOTAJ MOSLEM
 Date of Birth : June 20, 1985
 Gender : Male
 Marital Status : Married

Nationality : Bangladeshi
National Id No. : 19852690243818967
Religion : Islam
Permanent Address : Vill- Schoolpara, R- Airport road, Ishwardi, Pabna
Current Location : Dhaka

Reference (s):

Reference: 01

Name : Brigadier General Nazmul Islam(P.S.C) (Ret
d.)
Organization : Labib Group
Designation : DMD, Excel Telecom Company Pvt. Ltd.
Address : Dhaka.
Phone (Off.) :
Phone (Res.) :
Mobile : +8801732992277
E-Mail : nazmul.dmd@etcl-bd.com
Relation : Relative

Reference: 02

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Academic