

Shovon Ahammed

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Career Objective

I am a dedicated one, with a mind of taking possible challenges to cope up and learn from the surrounding. I have 3 years of experience in HR/Admin related activities as well as transport handling and legal affairs tasks in group of industry. HR, Admin, Transport and legal support provider in a Group of Industries, as well as deal with Manpower handling, Attendance and OT Management in Software and Manual ways, Report writing and others.

Employment History

Total Experience : 4 Y 11 M 5 D

1. Officer (November 01, 2017 - Continuing)

Saif Power Group

Company Location : Pubail, Gazipur

Division : Battery

Department : Admin/HR

Area of Expertise :

Duties/Responsibilities :

* In my current position as HR/Adin Officer with Saif Power Group. I oversee the daily activities of a large human resources department and take on a number of other duties including hiring developing employee manuals and handling disciplinary procedures.

* . Deal with factory end Transport dept. (Delivery Vans, Pool Cars and Others operation, maintenance and monitoring). Did computer programming course. Comfortable with marketing survey software SPSS, HR software ERP, Deal with payroll software of a manufacturing factory consist of around 900+ employees. Deal with factory end administration dept. like Securities monitoring, Canteen Management, Supervision all the administrative works and others. Deal with compliance like facing internal/external audit about various ISO requirement and deal keep updating the legal documents as well. Deal with cash/salary providation works and factory end Accounts departmental activities.

2. Junior Executive (February 01, 2017 - October 31, 2017)

Whistle BD

Company Location : Badda, Dhaka

Division : Customer Service

Department : CS

Area of Expertise :

Duties/Responsibilities :

* Customer Service, Credit Recovery and Other related managerial tasks.

3. Intern (October 01, 2016 - January 31, 2017)

AHKC CA Firm

Company Location : Uttara, Dhaka

Division : Customer Service

Department : CS

Area of Expertise :

Duties/Responsibilities :

* Work as an Intern, deal with customer service and other office management things.

4. Customer Service Executive (December 01, 2012 - August 31, 2013)

Virgo

Company Location : Uttara, Dhaka

Division : Customer Service

Department : CS

Area of Expertise :

Duties/Responsibilities :

* Dealing the consumers over the Phone locally and internationally.

* Selling products and announcing product details over the phone.

* Surveying consumers regarding the sold goods.

* Others related things.

Academic Qualification

Exam Title	University/Board	Institute	Concentration/ Major	Result	Passing Year	Duration
SSC	Dhaka	Government Laboratory High School	Science	CGPA:4.88 out of 5.00	2008	10
HSC	Dhaka	Dhaka Megacity College	Science	CGPA:3.90 out of 5.00	2010	2
Bachelor of Business Administration (BBA)	Independent University, Bangladesh (IUB)	Independent University, Bangladesh (IUB)	Marketing & H.R.M	CGPA:2.70 out of 4.00(77%)	2016	4
Master of Business Administration (MBA)	SMUCT	SMUCT	H.R.M	CGPA:3.62 out of 4.00	2019	2

Training Summary

Training Title	Institute	Location	From	To	Duration	Topic
Good Manufacturing Practice	Hermitage of Management & Standards	Pubail, Gazipur	October 22, 2019	October 22, 2019	1 Days	Good Manufacturing Practice

Training on Fire Safety	Bangladesh Red Crescent Society	Pubail, Gazipur	January 30, 2018	January 30, 2018	1 Days	Fire Introduction, Principles and Others.
Customer Service and Management Skills	Virgo Learning Solutions	Uttara, Dhaka	December 01, 2012	December 07, 2012	7 Days	Customer Service.

Membership

Association Name	Association Address	Membership Category	ValidDate Till
IUB Alumni Association	IUB, Bashundhara R/A, Dhaka	Alumni	December 01, 2020

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Computer Skills

Typing, Word Processing, Electronic File Management, Emailing, Internet Research, Presentations, MS Word, MS Outlook, MS PowerPoint, MS Excel

Personal Details

Father's Name : Md. Abdur Razzak
 Mother's Name : Mosa. Saleha Begum
 Date of Birth : August 25, 1993
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 7751507323
 Religion : Islam
 Blood Group : O+
 Permanent Address : 07, Kawlar Uttar Para, Dakshinkhan, Airport - 1229, Dakshinkhan, Dhaka
 Current Location : Dhaka

Other Information

Well communicative with people. Did computer programming course. Comfortable with marketing survey software SPSS, Deal with ERP in HRM concerns. Deal Transport software to well management vehicles. I am extremely organized with the ability to prioritize as needed and think on my feet. My communication and interpersonal skills are exemplary allowing me to interact on a personal level with employees of all backgrounds and in various scenarios. I possess in-depth knowledge of employee law and am familiar with every aspect of the HR role. I have been praised for my professionalism and grace under fire. I know I can bring this same level of superior service to the Management team. As I strongly believe in collaborative teamwork, which is the secret of our success in executing projects and I consider myself as an organized team worker.

Reference

Reference: 01
Name : Md. Zahangir Alam
Organization : Bangladesh Police
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Relation : Cousin

Reference: 02
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