

CV of ABU NAYM SAYHAM

Vatara Road, Ward No : 02 , Block : A , West Vatara
Notun Bazar Dhaka-1267, Vatara, Dhaka
Mobile No: 01740632899 /01644344224
E-mail: abunaym8567@gmail.com



Career Objective:

Highly organized, self-motivated and determined in the field of Human Resources and Admin. Seeking to land a position in your respected organization where I can contribute my administrative abilities and interpersonal skills to help your company find the best talent in the job market.

Career Summary:

A capable HR Assistant who has 6+ years' experience of working in a department that is dedicated to supporting company employees. I am a real passion to learn and develop myself and have the confidence to take on more responsibilities. With his present employer he is responsible for scanning resumes and quickly identifying outstanding candidates, coordinating the work of temporary staff and processing employee records. In addition to this he has a track record of improving employee retention rates, managing employee expectations and assisting employees in any way that he can. Right now he is looking for a suitable position with a company that offers an extensive induction scheme as well as future opportunities for added responsibility.

Employment History:

1 Assistant Manager -Admin & HR (January 1, 2020 – Continuing)

BDG Magura Group

Company Location: Plot no 314-A, Road-18, Block-E, Bosundhora, Dhaka 1229

Department: HR & Admin.

Duties/Responsibilities:

Recruitment and selection that includes concept of job advertisement, giving job circular in various job portals, cv shortlisting, written test, telephonic and face to face interview, final selection. Leave approval of employees. Attendance management. Branch expense approval and monitoring. Employee shadow files keeping. Employee counseling regarding conflict management, resignation withdrawal, promotion, increment, transfer, frequent leave, late attendance, overtime work etc. To look after other administrative issues such as-TNT bill, water bill, mobile credit, conveyance bill, visiting card, internet connection, security and safety, house rent, car rent, electricity bill, furniture maintaining, office supplies register maintaining, housekeeping etc. Notice circulation both online and offline. To ensure all computers, printers, copiers, scanners, fax machines are in good order. Organizational development. Organize meeting, training, travel etc. Writing meeting minutes. Monthly salary sheet preparation. Corporate e-mail Id maintaining for employees. Maintaining organogram, employee job description. Provide proactive HR support to the designated functions including identifying talent needs and talent pool candidates, promote career development and development planning. Succession planning. Prepare various hr documents such as employment contract, appointment letter, confirmation letter, increment letter, promotion letter, demotion letter, termination letter, transfer order, show cause letter, resignation acceptance letter, release order, experience certificate etc. Minimization of employee turnover rate. Preparing and maintaining the yearly holiday calendar.

2 **Sub Assistant Manager Admin & HR (April 24, 2017 – December 29, 2019)**

Pran Rfl Group

Company Location: Middle Badda, Dhaka

Department: HR & Admin.

Duties/Responsibilities:

Assist with day to day operations of the HR functions and duties. Compile and update employee records (hard and soft copies). Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc). Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc). Communicate with public services when necessary. Coordinate communication with candidates and schedule interviews. Conduct initial orientation to newly hired employees. Assist our recruiters to source candidates and update our database

Coordinate office activities and operations to secure efficiency and compliance to company policies. Supervise administrative staff and divide responsibilities to ensure performance. Create and update records and databases with personnel, financial and other data .Assist colleagues whenever necessary.

3 **HR & Admin Officer (April 1, 2015 - December 20, 2016)**

Robintex bd ltd

Company Location : Vulta,Rupgonj,Narayongonj

Department: HR & Admin

Duties/Responsibilities:

To assist in the full range of human resource management and administrative function. To maintain personal files, official record, and documents and update accordingly. Maintaining employee' attendance, Leaves and responsible for various HR initiatives which include new hire, the performance review process, payroll administration, etc. Supervision of good housekeeping in the factory. Preparing and submitting all relevant HR letters/documents/certificates/ as per the requirement. Support for preparation of any kind of payment sheet (salary & wages, allowance & OT, Bonus, advance, Bills, etc). Assist to maintain health and safety issues. Ensure good discipline on the production floor. Conduct different training, awareness and orientation program. Coordinate and ensure compliance in factory/floor. Maintain overall employee welfare issues. Any other responsibilities as assigned by the reporting.

4 **HR Assistant (June 1, 2013 - July 10, 2014)**

Beximco Industrial park

Company Location : Kasimpur,Chokkroboti,Gazipur

Department: HR

Duties/Responsibilities:

Recruitment and selection of employees. Check daily attendance report of the employees. Properly update and maintain personal file of the all employees. Properly prepare and serve different letters Offer Letters, Appointment, Confirmation, and Transfer and Promotion letters. Prepare monthly training calendar, Organize training and development training material according to company needs. Prepare issues Office note, Memo, Office Order, Notice & circular in respect of HR & Administrative issues efficiently. Any other administrative duties assigned by the management.

Professional certification Summary:

- Course name : PGDHRM
- Institute : UIU
- Grade : 3.22 out of 4.00

Academic Qualification:

| Exam Title | Major | Institute | Result | Passing Year |
|------------------------------------|------------|---------------------------------|--------------------------|--------------|
| Master of Business Studies (MBS) | Management | National University | Second Class, Marks: 55% | 2013 |
| Bachelor of Business Studies (BBS) | Management | National University | Second Class, Marks: 51% | 2012 |
| HSC | Science | Gaibandha Govt College | CGPA:3.5 out of 5 | 2008 |
| SSC | Science | Gaibandha Govt Boys High School | CGPA:5 out of 5 | 2005 |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|----------------------------------------------|-------------------------------------------|----------------|------------|------------------------------------------|------|----------|
| Change Management for HR | General HR | Pran Rfl Group | Bangladesh | Progoti Shoroni ,105 Middle Badda Dhaka | 2018 | 3 day's |
| Training for office administration | Administrative work for office management | Pran Rfl Group | Bangladesh | Progoti Shoroni, 105 Middle Badda, Dhaka | 2018 | 5 Day's |
| Fire Fighting Training | Training on how can avoid fire | Pran Rfl Group | Bangladesh | Progoti Shoroni, 105 Middle Badda, Dhaka | 2018 | 2 Day |
| Basic English language for office management | Basic knowledge of English Language | Pran Rfl Group | Bangladesh | Progoti Shoroni, 105 Middle Badda, Dhaka | 2018 | 3 Day's |

Career and Application Information:

Looking For : Mid-Level Job
Available For : Full Time
Preferred Job Category : General Management/Admin, HR/Org. Development
Preferred District : Dhaka

Specialization:

| Fields of Specialization | Description |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> MS office Administration General HR HRIS | <p>MS Office: Word, Excel, Power point, Outlook, Email.</p> <p>Administration: General Administration, Office Management</p> <p>General HR: Recruitment & Selection, Payroll Management, Training & Development.</p> <p>HRIS: Welly know about HRIS</p> |

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | High | Medium |
| Hindi | Low | Low | High |

Personal Details:

Father's Name : Late. Shajedul Islam
 Mother's Name : Most. Hajera Khatun
 Date of Birth : November 1, 1989
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 1491269591
 Religion : Islam
 Permanent Address : House No. 53 Road No. 1/2 Munshipara, Gaibandha., Gaibandha Sadar,
 Gaibandha Sadar, Gaibandha 5700
 Current Location : Dhaka

Reference (s):

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| 1. Abul Hashem Mazumder MBA(HRM), PGDHRM, LLB Former GS, BSHRM Head Of HR Mirpur & Khadim Ceramics Ltd. Email: mazumder2009@yahoo.com Cell: 01811343402, 01730010520 | 2. K M Golam Rabbani Pran Rfl Group DGM Progoti sarani, 105 middle badda, Dhaka-1206 Cell: 01924357131 E-mail: mktg26@prangroup.com |
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Abu naym

(Md. Abu Naym Sayham)