

MOHAMMADJAYNAL ABEDIN TUTUL

HR-ADMIN, PGDHRM



CONTACT INFORMATION

South Sananpar, Kandapara,
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OBJECTIVE

To work in the HR Administrative department of different local or multinational group of company in Bangladesh and rapidly increasing responsibility.

SUMMARY

Hard working, dedicated, honest and self-driven development professional with more than 4.5 years' experience on Human Resource, Administrative and Internal Audit field. Proven ability to work with Sr. Management team. Skilled in General HR, Recruitment, Selection, HRIS, and HR & Admin policy procedure, Performance management, over all HR related activities etc. Strong administrative professional with PGD in HRM from BiMS along with a Masters of Business Administration (MBA) focused in Human Resource Management from Daffodil International University.

HIGHLIGHT

- 4.5 years' work experience in General HR & Administration field.
- Now working as Officer, HR-Admin, Internal Audit, Quality Feeds Limited.
- Worked as HR-Admin Assistance in Hamakyorex Co., Limited.
- PGD in HRM from BiMS

SKILLS

- HR & Admin operations
- HR/ERP Software
- Scheduling
- Training & Development
- Quick learner
- Onboarding
- Communication

WORK EXPERIENCE (4.5 Year Experience)

Officer (HR-Admin, Internal Audit) | 2016 October – Present

Quality Feeds Limited, Uttara, Dhaka

Reporting to: - Department Head (HR-Admin, Internal Audit)

Company Info: - The Company is primarily engaged in manufacturing and distribution of high-quality Poultry Feed, Fish Feed, Shrimp Feed and Cattle Feed.

Job Responsibility:**HR-ADMIN TASK-**

- To support the recruitment and selection process.
- Follow-up Appointment processing, Orientation / Induction, exit interview.
- Conduct background check, reference check and verify educational certificates before confirming employment of candidate.
- Maintain orientation process of new staffs (HO).
- Maintain documentation in Personal File and others related with HR Department.
- Ensure transfer, increment, promotion, separation, and confirmation related work.
- Preparation / Issue department note, department order & circular in respect of HR issues.
- Work in a team to improve existing HR processes.
- Work with HRIS/ERP Software.
- Coordinate with the different departments in relation to HR activities.
- Maintain (daily, monthly and yearly) Leave & attendance management.
- Prepare yearly leave encashment report
- Prepare vehicle fuel consumption & maintenance yearly report

INTERNAL AUDIT TASK-

- Check monthly salary sheet, wages sheet & OT sheet of the employees.
- Check and verify all sorts of requisition, delivery challan, bill, voucher etc.
- Physical verification of inventory, fixed assets, cash and stock as required.
- Reporting to higher management on weekly and monthly basis.
- Monitor internal control system closely.
- Prepare audit findings report with necessary analysis and comparison.
- Visits to Depot, Lab, Factory and monitoring marketing activities in whole Bangladesh.

and any HR-Admin, Internal Audit related task assigned by the management.

Information System Assistance (HR-Admin) | 2015 August – 2016 June

Hamakorex Co., Limited, Kanchpur, Narayanganj

Reporting to: - Head of HR-Admin

Company info: - A Japanese third-party inspection company. They offer inspection and QC service for readymade garments, Home Textiles, Leather Products and other handmade crafts and items.

Job Responsibility: Responsible for providing general administrative and HR support to a team of Senior Office manager.

Intern (Foreign Exchange) | 2014 December– 2015 March

Agrani Bank Limited, BB Road Corporate Branch, Narayanganj

PROFESSIONAL QUALIFICATION**PGD-HRM – Oct 2019 – Mar 2020 (06 month)**

Bangladesh Institute of Management Studies (BiMS), Dhaka

Qualified (57%)

EDUCATION QUALIFICATION

Masters of Business Administration (MBA) | HRM | 2018

Daffodil International University, Dhaka

3.05 out of 4.00

Bachelor of Business Administration (BBA) | Marketing | 2014

National University (Shaikh Burhanuddin Post Graduate College, Old Dhaka)

2.74 out of 4.00

Higher Secondary Certificate (HSC) | Business Studies | 2009

Dania University College, Dhaka

3.30 out of 5.00

Secondary School Certificate (SSC) | Business Studies | 2007

Anandalok High School, Narayanganj

3.81 out of 5.00

ADDITIONAL INFORMATION

Language: Mother tongue Bengali. Fluent in Bengali and full working knowledge in English.

Computer: Proficient in MS Package, PC Hardware, Adobe Illustrator and Photoshop.

Interest In: Traveling, Watching Movies/TV shows

PERSONAL INFORMATION

Father's Name : Mohammad Harun Or Rashid

Mother's Name : Jahora Begum

Date of Birth : December 10, 1992

Marital Status : Married

Nationality : Bangladeshi

Home Town : Cumilla

Permanent Address : South Sananpar, Kandapara, Siddirganj, Narayanganj-1430

REFERENCE (S):

Dr. MD. Golam Kibria (BCS-Health)

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