

Khairul Alam

Address: House# 35, Road# 13,
Nikunja-2, Khilkhet, Dhaka-1229

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**Career Objective:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth. To work hard with full determination and dedication to achieve organizational as well as personal goals.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas. Year
BBA	Marketing	Ahsanullah Institute of Information and Communication Technology	2.44	2018
HSC	Business Studies	Uttara Town College	3.70	2013
SSC	Science	Jan-E-Alam Sarker High School	4.13	2011

Employment History:**Operational Associate (October 10 to Present)**

Company Name : Daraz Bangladesh Ltd

Company Location : Tajwar Center,
House- 34, Road- 19/A,
Block- E, Banani

Department : Hyperlocal

Assistant HR and Admin (August, 2018 - March, 2019)

Company Name : Novelty Engineering Corporation

Company Location : H # 18, Gausul Azam Avenue, Quantum Mostafa Tower,
Sector-13, Uttara, Dhaka-1230

Department : Human Resource

Duties/Responsibilities:

- Maintenance joining & release fundamentals.
- Checking Worker Age information on following Govt. rules.
- Observed payroll whole of Office.
- Every half & hours check Employee claims.
- Following company license update, Fire safety, First Aid, & Store Goods.

Special Qualification:

- ❖ Good team player and adaptability with changes.
- ❖ Capable of achieving certain goal under schedule time.
- ❖ Capable of working under pressure.
- ❖ Excellent Interpersonal Communication Skills.
- ❖ Good analytical and problem solving and presentation.

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Preferred Job Category : Bank/Supply Chain/Marketing

Language Proficiency:

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

Personal Details :

Father's Name : Md. Nurul Amin
Mother's Name : Najma Begum
Date of Birth : 26/09/1996
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : House# 35, Road# 13,
Nikunja-2, Khilkhet, Dhaka-1229

Declaration:

I hereby declare that, the above information is true, complete and correct to the best of my knowledge and belief.

Reference**Mashruf Alam Anim**

Operations Executive
Daraz Bangladesh Ltd
Contact-0184728902
Email-mashruf.alam@daraz.com.bd

Md. Rafiqul Islam

Senior Manager, Legal
Hamid Group
Contact-01711430469
Email-hrafic546@gmail.com
Address:19/17,Kamal Ataturk
Avenue Banani, Dhaka ,1213

Signature

Date: