

CURRICULUM VITAE OF RASADUL HASAN

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Present address:

Abdul Salam House, Gopalpur, Tongi, Gazipur-1710

Permanent address:

Vill: Charmyjhail, Post: Porabari, Thana: Sirajganj sadar, District: Sirajganj-6700

Career Objective

A dedicated, organized, self-motivated and responsible individual with excellent time-keeping sense and inter-personal skills. Have a creative mind, always up for a new challenge and strive for new quality to extend my career with a dynamic organization.

Professional Qualification

Post Graduate Diploma in Knitwear Industry Management (PGD-KIM) from Brac University. (Running)

Educational Qualification

Name of Exam	Group/Subject	Year of Passing	Institute/Board	GPA/Result
MBA	Human Resource Management	2015	Asian University of Bangladesh	3.06
BBA	Human Resource Management	2014	Asian University of Bangladesh	3.65
HSC	Business Studies	2009	Rajshahi	4.20
SSC	Business Studies	2007	Rajshahi	3.63

Employment History

Executive, HR (December 1, 2018 – Continue)

Dada Dhaka Limited

Company Location: Pagar, Tongi, Gazipur-1710

Department: Human Resource Department.

❖ Duties/Responsibilities:

- To know software based-work like ERP (Enterprise Resource Planning).
- Contacting report and file to the top management.
- Ensure better work place by applying compliance rules and regulation.

- To assess employee's skills, performance and productivity to identify areas of improvement.
- Responsible to day to day HR operation particularly training and welfare along with develop production efficiency related tasks.
- Validate attendance and leave data for all workers; Calculate final wages basis overtime and valid deductions.
- To meet accord and alliance demand by implementing on the floor and organization.
- Arranging training to share knowledge according to safety and others issues.
- Participating annual meeting to share organizations conditions and organizing meeting and training season.
- To provide guideline through the floor as per company laws and govt. laws.
- Plan, develop and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences and workshops.
- Creating awareness through train and social activities and maintaining sustainability.
- To meet buyer requirement as per audit like social audit, internal audit, BSCI audit and so on.
- Prepared statistical reports concerning personnel-related data such as work efficiency, absenteeism rates and turnover.
- Liaise with accounts department to provide consolidated reports; Track collection of data in a periodic manner.
- To handle social and internal audit as well.
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Any other tasks assigned by management,

Jr. Executive, HR (October 1, 2017 - November 30, 2018)

Paxko Bangladesh Limited

Company Location: Zirabo, Ashulia, Dhaka.

Department: HR & Customer Service Department.

❖ Duties/Responsibilities:

- To know software based-work like ERP (Enterprise Resource Planning).
- Staff recruitment, selection and placement, Preparing and managing workers and staff personal file.
- Check all exception reports related to personal file.
- Contacting with the others department for relevant information and data.
- Conducting meeting as per management requirement as well as Contact through mail or over phone by HQ.
- To handle transportation management and Scheduling meeting as if needed.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- To keep all types of data recorded file and to make staff and worker KPI.
- To Manage the training process and ensure employees fit the role and organizational culture.
- Ensuring internal compliance and Conducting induction program, arranging training and awareness program.
- Coordinating yearly performance appraisal process as well as any other work assigned by management.
- Maintain all unit personnel file details.
- Review unit-wise employee information database; Seek clarifications and direct changes as required
- Any other tasks assigned by management,

Computer Skills

- Operating system like windows 7, 8.1, 10 and so on.
- Microsoft office such a word, excel, access and PowerPoint.
- Software like ERP (Enterprise Resource Planning).
- Trouble shooting
- Internet browsing, Adobe, Photoshop, Mailing and so on.

Hard Skills

- Language proficiency course such as spoken, writing, phonetics and IELTS from Saifur's.
- Motivational and leadership training from National Job Camp.
- Computer training.
- To have better experience in Knitwear industry management along with Garments industry as well.
- Have 3 months internship experience in Freight & forwarding company of HR.

Soft Skills

- Communication, leadership as well as interpersonal skills.
- Performance management system as well as training & development.
- Flexibility/Adaptability, problem solving and management skills.
- Collaboration/teamwork, coordination with strong work ethic.
- Dependability with self-confidence and self-motivated.
- Customer service with good attitude and judgment along with time management.

Personal Information

Father's Name : Abdul Satter

Mother's Name : Alaya Khatun

Date of Birth : 04th October, 1991

Nationality : Bangladeshi

Marital Status : Unmarried

Religion : Islam

Height : 5.5"

References

Md, Abdus Salam

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