

Md. Enamul Hassan

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Career Summary:

- Working as **Admin Manager** in **ICT business wings at Starlink Engineering Ltd.** & have **06** years' experience in the field of HRM, Administrative Control, Office Management, Compliance, Policy Enforcement, training & development, & strategic business planning & execution.
- A Growth Centric business leader, with a variable record of successful business development through rich capability in Operation Management & experienced in managing complex business by developing relationships, convincing & executing strategic business development plan to achieve the final target.
- A result-oriented Operation Management professional, driven by the desire to excel business by utilizing new concepts, along with expertise in business planning, positioning & channel development
- Established record of accomplishment of consistently utilizing HR with maximum efficiency, reduced grievance, improved employee satisfaction & productivity & overall business growth & profitability.
- Demonstrated Confirmed expertise in surpassing goals, attaining corporate objectives, and exceeding stakeholders' expectations in highly competitive industries.

Career Objective:

- Leading the Operational Management Issues in a methodical & organized way & establishing a collaborative working environment for the sustainable development of the company.

Key Proficiencies:

- | | |
|------------------------------------|---------------------------------|
| • Organization & Administration | • Risk Assessment & Mitigation |
| • Office Management | • Strategic Planning, PMS |
| • Reporting, Documentation & HRIS | • Performance Management System |
| • Procedure Creation & Enforcement | • Operation Management |
| • Training & Development | • Emotional Intelligence |

Date of Birth: 07 Jan 1990

Working Experience:

1. **Organization Name:** Star Link Engineering Ltd. (Website: starlinkengineering.com/)



Designation: ICT Admin Manager

Duration: From 03 Jan'21 to till now

Job Responsibility:

- Organizing meetings and managing databases & booking transport and accommodation
- Arranging company events or conferences & communicating with all the stakeholders.
- Sourcing, Purchase & procurement of stationery and furniture by managing office budgets.
- Dealing with correspondence, complaints and queries & preparing letters, presentations and reports
- Supervising and monitoring the work of administrative staff, monitoring & evaluating performance.
- Involved in different Financial Dealing, Tender bidding & ensured proper Official Documentation
- Liaising with staff, suppliers and clients & delegating tasks to junior employees.
- Implementing and maintaining procedures/office administrative systems.
- Organizing induction programs for new employees & ensuring health and safety issues.
- Attending meetings with senior management & recommending for development.

2. **Organization Name:** SMEC International Pty Ltd. (**Website:** smec.com/en_bd)



Designation: Office Manager

Duration: From 01 Nov'18 to 31 Dec'20

Job Responsibility:

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning & applying office systems, layouts & handling procurement.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; following up on work.
- Keeps management informed by reviewing and analyzing special reports; summarizing information
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Organizing different meetings, preparing agendas, minutes of meeting, & reporting accordingly.
- Maintaining strong working relationship with all stakeholders by using different channel.

Major Contributions:

- Added value by providing operational support during different Projects & establishing admin control
- Worked for Up-Gradation, Rehabilitation and Intensification of Distribution System (URIDS, DMCS, RRKB), BREB.

3. **Organization Name:** Star Link Engineering Ltd. (**Website:** starlinkengineering.com/)



Designation: ICT Admin Manager

Duration: 05 Jan'15 to 31 Oct'18

Job Responsibility:

- Organizing meetings and managing databases & booking transport and accommodation
- Arranging company events or conferences & communicating with all the stakeholders.
- Sourcing, Purchase & procurement of stationery and furniture by managing office budgets.
- Dealing with correspondence, complaints and queries & preparing letters, presentations and reports
- Supervising and monitoring the work of administrative staff, monitoring & evaluating performance.
- Involved in different Financial Dealing, Tender bidding & ensured proper Official Documentation
- Liaising with staff, suppliers and clients & delegating tasks to junior employees.
- Implementing and maintaining procedures/office administrative systems.
- Organizing induction programs for new employees & ensuring health and safety issues.
- Attending meetings with senior management & recommending for development.

4. **Organization Name:** Transcom Consumer Limited. (**Website:** transcombd.com/index.html)



Designation 1: Team Manager

Duration: From 01 Feb'14 to 30 Nov'14

Job Responsibility:

- Design and implement a strategic business plan that expands company's customer base and ensure it's strong presence
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Present sales, revenue and expenses reports and realistic forecasts to the management team
- Identify emerging markets and market shifts while being fully aware of new products and competition

Academic Qualification:

- Masters of Business Administration in Marketing from Rajshahi University with CGPA 3.36 out of 4 in 2017.
- Bachelor of Economics from Government Edward College, Pabna with second class in 2015.

**Training:**

- SMEC Business Integrity Procedure, 6/03/2019
- SMEC The SAFE Files Work Health & Safety Policy (2014) 6/03/2019
- SMEC Code of Conduct 6/03/2019
- SMEC Law at Work - Work Health and Safety 6/03/2019
- SMEC Anti Bribery and Corruption Training 25/02/2019

Computer Skill: Sound in Microsoft word, excel & power point

Language: Fluent in Bangla and English.

References

1. Dr.Md. Shah Azam Shantonu, Professor, Department of Marketing, Rajshahi University
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2. Dr. Md. Salim Reza, Professor, Department of Marketing, Rajshahi University
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Signature:

Date: