

# RESUME



## **CONTACT DETAILS:**

**Md. Saiful Islam**

House No: E/O-3, East Ferozshah R/A  
Akbarshah, Chattogram.

Cell: 01720-061329

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## **CAREER OBJECTIVE:**

To establish a challenging career as an effective executive through using my academic knowledge, analytical ability, personal creativity and experience that will add desired value to your organization and ensure the organization's long-term sustainability in the environment of frequent change and high competition.

## **EDUCATIONAL QUALIFICATIONS:**

Exam Level	Exam Title	Subject	Name of Institute	Year	GPA/CGPA
Masters (Professional)	LLB	Law	National University	2019	Running
Masters	MBA	Human Resource Management	Southern University Bangladesh	2019	3.61
Masters	MSS	Public Administration	University of Chittagong	2014	3.31
Bachelor	BSS	Public Administration	University of Chittagong	2013	3.36
Higher Secondary	HSC	Science	Haji Mohammad Mohsin College, Chittagong	2007	3.60
Secondary	SSC	Science	Mirza Ahmed Ispahani High School, Chittagong	2005	5.00


## **EXPERIENCE**

Organization: **PEB Steel Alliance Ltd.**

Designation: **Sr. Executive-HR & Admin**

Responsibilities:

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources Department.
- Compile and update employee records (hard and soft copies).
- Handling employee database in Excel and software.

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- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
  - Coordinate HR projects (meetings, training, surveys etc) and take minutes.
  - Deal with employee requests regarding human resources issues, rules, and regulations.
  - Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
  - Communicate with public services when necessary.
  - Properly handle complaints and grievance procedures.
  - Coordinate communication with candidates and schedule interviews.
  - Conduct initial orientation to newly hired employees.
  - Assist our recruiters to source candidates and update our database.
  - Resolve employee complains and grievance.
  - Facilitate medication for employees when accident occurs.
  - Co-Ordinate OHSMS (Occupational Health And Safety Management Standards) requirements for all employees working in Factory.

## **TRAINING:**

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1. One week training on **Rural Development in Bangladesh Academy for Rural Development (BARD).**
2. Six Months training on **CCA (Certificate in Computer Application) from CSE Department, University of Chittagong.**
3. One week training on **Fire Prevention, Fighting, Rescue and First Aid Training from Bangladesh Fire Service and Civil Defense.**
4. Day long training on **Integrated Management System ISO 9001:2015 (QMS) & ISO 45001:2018 (OHSMS) from IPD.**
5. Day long training on **HR Planning: Scientific & Mathematical Calculation** from WARD.
6. Day long training on **Organizational Development: Concept & Competencies** from WARD.
7. Day long training on **Effective Team Building Techniques** from HR Desk & Consultant.

## **COMPUTER EFFICIENCY:**

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- Good efficiency in MS Office
- Decent knowledge on Internet browsing
- Fast in English typing

## **LANGUAGE PROFICIENCY:**

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Sound knowledge over English and mother tongue Bengali

## **HOBBIES:**

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I like to Travel and reading Novels and Poems.

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## PERSONAL STRENGTHS:

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- Industrious
- Excellent communication capacity
- Ability to work under stress
- Helping mentality & realistic
- Curious, ambitious, polite and decent

## PERSONAL PROFILE:

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Father's Name : Late. Nasher Ahmed  
Mother's Name : Rahima Akter  
Permanent Address : Village- Amanullahpur, P.O-Kamalpur, P.S-Begumganj,  
District-Noakhali.  
Date of Birth : June 05, 1990  
Nationality : Bangladeshi  
Religion : Islam  
Marital Status : Married  
Blood Group : A+

## REFERENCES:

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**Brig.General Md. Yusuf**  
Commander, 105 BDE  
Jessore Cantonment  
Cell: 01736-111777

**Mr. Shahid Uddin Ahmed**  
Manager-HR & Admin  
PEB Steel Alliance Ltd.  
Cell: 01730-345050

☒ I do here by declare that all particulars provide here are true and no misinformation is given



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MD. Saiful Islam