

**RE'SUME'**  
**OF**  
**MD. NURUN NABI**  
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**MAILING ADDRESS:**

Omera Cylinders Limited  
Natunbazar, Mirpur, Bahubal, Habiganj.

**CAREER OBJECTIVE**

To be a successful HR Professional in a renowned organization that provides challenging and dynamic working environment with opportunity where I can apply all my creativity, skills, knowledge and business insights to accomplish the challenge accurately within the deadline as well as to achieve the organizational goal and helps to grow up with the organization to build a successful HR career with social status.

**PROFESSIONAL EXPERIENCE**

**Total Years of Experience = 14 years+ (Experienced about factory HR)**

**Experience-01:**

**Company: Omera Cylinders Limited (Plant)**  
A subsidiary of Mobil Jamuna Limited (MJL) Bangladesh.



**Position & Duration:** Assistant Manager – HR, Administration & GR (November 2017 to till now)

**Responsibilities:**

- Implement the core HR practices under company policy to ensure professional HR services including the full recruitment process, induction for new employees, leave management, attendance management, disciplinary & grievance handling as per law, etc.
- Initiate for the learning & development activities to develop skill & competency to all employees of the organization (TNA, prepare annual training calendar, maintain training record: attendance & feedback form, coordinate with corporate HR for external training.). Also act as an internal training resource person for providing soft skill skills training.
- Oversee the KPI based performance management system (PMS) of the company.
- Prepare & process all kinds of internal letters like holiday & general notice, confirmation, transfer, release, experience certificate, salary review, acceptance of resignation, show cause, warning letter, dismiss order, enquiry notice, etc.
- Monitors and ensures the smooth function of all administrative activities at the plant including the transport, canteen, office stationary, guest management, housekeeping, plant security & safety, administrative budget, event management, etc.

- To ensure the timely processing of new agreement & agreement renewal/extension.
- Counsel workers for discipline, absenteeism, and unsatisfactory performance
- To maintain close contact & effective liaison with different govt. & non govt. agencies (DOE, DIFE, Fire Service & Civil Defenses, Police Station, Union Parishad, electricity, gas, local clinic/ hospitals, local influencers and others) to manage compliance related activities and regulatory purpose. Also, timely renewal of all license & certificates in due time.

## **Experience-02:**

### **BSRM Iron & Steel Co. Ltd. & BSRM Steel Mills Limited (Plant)**



❖ Team Member - HR & IR (July, 2010 to November, 2017)

### **Major Duties & Responsibilities:**

- ❑ To coordinate manpower planning, employee recruitment & selection process at all level in the factory.
- ❑ To plan Annual Training Calendar& ensure training and development activities at the unit level as guided by Corporate HR.
- ❑ To monitor attendance and leave management complying HR policies at unit.
- ❑ To handle employee grievance and disciplinary issues & ensure prompt & appropriate disciplinary action in accordance with Bangladesh Labor Law 2006 (as amended up to date) and company policy & procedures.
- ❑ To handle and manage issues pertaining to Performance Management System (PMS) as guided by Corporate HR in accordance with KPI (management) & rating based (non management) of all employees in the factory.
- ❑ Maintain & update HRIS, employee's personal file, office filling system, etc.
- ❑ Design & conduct induction program to new employees.
- ❑ To plan/ prepare HR & IR related budget at plant level and review periodically.
- ❑ To maintain salary & benefits administration for all the employees at unit level.
- ❑ Implement HR & IR initiatives and employee benefits such as WPPF & WWF, festival bonuses, Production incentive bonuses, management employee's birthday celebration, Man of the month (Best employee award of the month), health & welfare (domiciliary, hospitalization & maternity scheme), etc.
- ❑ To conduct exit interviews for outgoing employees.
- ❑ To prepare final settlement with obtaining clearance of separated employees from employment at plant level.
- ❑ Prepare all kinds of internal letters like confirmation, transfer, release, experience certificate, salary review, acceptance of resignation, show cause, warning letter, dismiss order, enquiry notice, etc. Also issue introductory letters for employees to take bank loan against their salary.
- ❑ Manage the factory canteen operations to ensure smooth functioning.

### **Experience-03:**

#### **Abul Khair Steel Ltd. & Abul Khair Condensed Milk & Beverage Ltd. (Plant) (A sister concern of Abul Khair Group)**



- ❖ Sr. Officer - HR & Admin (September, 2009 to July, 2010)
- ❖ Officer – HR & Admin (November, 2008 to September 2009)

### **Major Duties & Responsibilities:**

#### **Human Resource Jobs**

- ✓ To ensure proper manpower utilization according to manning.
- ✓ Maintain and update all personal file.
- ✓ Recruitment & selection.
- ✓ Orientation & placement including confirmation of service.
- ✓ Identify the training and development needs of management employees, prepare training plan and drive its implementation according to the plan.
- ✓ Disciplinary & grievance handling mgt.
- ✓ Attendance, leave mgt. & overtime.
- ✓ In-charge of welfare department

#### **Admin Jobs**

- ✓ Security & Ansar Management
- ✓ Maji (contractor) or 3<sup>rd</sup> party labor handling & Casual Handling.
- ✓ Transport Management & Canteen Management.
- ✓ Handling expatriate of different issues.
- ✓ To keep communication with local govt.
- ✓ Beautification, Cleanliness & Welfare management.
- ✓ Drive different welfare activities for management and non-management employees.
- ✓ Emergency & contingency issues as & when necessary.

### **Experience- 4:**

#### **Nitol Motors Ltd. (Distributor of TATA vehicles in Bangladesh)**



- ❖ Zonal Accounts & Admin Officer (July 2006 to November 2008)

### **Major Duties & Responsibilities:**

- To prepare bank reconciliation statement.
- Draft various letters used in official purpose.
- Posting money receipt.
- Checking & maintaining Fuel, maintenance, conveyance & others bill in Chittagong Zone
- Prepare attendance sheet & send to Head Office for permanent employee and provide salary (for casual worker).
- Arrange training and development program and selecting resource persons.
- Arrange all types of meeting and prepare minutes of the meeting.
- To maintain day to day petty cash book.

## TRAINING EXPERIENCE

- ❖ Training on “**Bangladesh Labor Act 2006, Bangladesh Labor Rules 2015 & Disciplinary Proceedings**” organized by **Omera Petroleum Limited**. Date of Training: 21<sup>st</sup> April, 2018. Trainer: Advocate Mr. Jafrul Hasan Sharif,
- ❖ Training on “**Modern HR Practices for Organizational Excellence**” organized by **Training Bangladesh**. Date of Training: 12<sup>th</sup> September, 2014. Trainer: Mr. Md. Riyad Hossain, Management consultant, Fellow Member, BSHRM.
- ❖ Training on “**Industrial Relations and Labour Law**” conducted by **Prothom Alo jobs**. Date of Training: 20<sup>th</sup> June, 2014. Trainer: Mr. Mohammad Alamgir, Country Health & Safety Management and Head of HR, Heidelberg Cement Bangladesh Limited.
- ❖ Training on “**Labour Laws with Case Studies**” conducted by **Chittagong Skill Development Centre (CSDC)**. Date of Training: 23<sup>rd</sup> November, 2012. Trainer: Mr. Ahmad Shepar Uddin, Head of HR, PHP Group.
- ❖ 03 (Three) days training on “**Fire Fighting, First Aid, Rescue & Fire Mock Drill**” conducted by **Fire Service & Civil Defense, Chittagong**. Date of Training: 4<sup>th</sup> to 6<sup>th</sup> September - 2012.
- ❖ 03 (Three) Weeks Evening Training Course on “**Human Resource Management, Labour Laws & Conducting Domestic Enquiry**” Conducted by **Bangladesh Institute of Management (BIM)**, Chittagong Campus. Date of Training: 25<sup>th</sup> November to 15<sup>th</sup> December – 2011.
- ❖ Transformational Seminar on “**Industrial Relation and Worker Management**” Conducted by **TATA Motors Limited, Jamshedpur Plant, India** in association with **Bureau Veritas Bangladesh Pvt. Ltd.** Date of Training: 28<sup>th</sup> September 2011.
- ❖ Internship of **First Security Islami Bank Ltd. (FSIBL)** on general banking, foreign exchange and loan & advance department in Jubilee Road Branch, Chittagong.
- ❖ Industrial Tour on overall activities of **Elite Paint Chemical Industries**, Chittagong.
- ❖ Training on Microsoft Office Application from **Bangladesh Youth Development Academy (BYDA)**, Chittagong.

## PERSONAL DETAILS

Name : **Md. Nurun Nabi**  
Father's Name : Md. Ershad Ullah  
Mother's Name : Bilkis Begum  
Permanent Address : Vill: South Keroa  
P.O: Mollar Hat  
P.S: Raipur  
Dist: Lakshmipur  
Date of Birth : 19<sup>th</sup> December, 1982  
Marital Status : Married  
Passport No : BQ0892773

## **PROFESSIONAL QUALIFICATION**

Course : Post-Graduate Diploma in Human Resource Management (**PGDHRM**)  
Institution : Bangladesh Institute of Management (**BIM**), Chittagong campus.  
Session : 2015  
Result : **CGPA 3.71 out of 4**

## **ACADEMIC CREDENTIALS**

### **Masters of Business Administration (MBA)**

Institution : Faculty of Business Administration, Chittagong University.  
Department : Management Studies  
Major Subject : Human Resource Management (HRM)  
**Result : CGPA 3.66 (out of 4.0)**  
Year of Passing : 2005

### **Bachelor of Business Administration (BBA)**

Institution : Faculty of Business Administration, Chittagong University.  
Department : Management Studies  
Major : Management Studies  
Duration : 4 Year  
**Result : CGPA 3.56 (out of 4.0)**  
Year of Passing : 2004

### **Higher Secondary Certificate (H.S.C.)**

Institution : Gazipur Cantonment Board College, Gazipur  
Group : Business Studies  
Year of Passing : 2000  
**Result : 1<sup>st</sup> Division**  
Board : Dhaka

### **Secondary School Certificate (S.S.C.)**

Institution : Armanitola Govt. High School, Dhaka  
Group : Business Studies  
Year of Passing : 1998  
**Result : 1<sup>st</sup> Division**  
Board : Dhaka

## **LANGUAGE & COMMUNICATION EFFICIENCY**

Good command over reading, writing, listening and speaking both English & Bengali. Also I have able to speak Hindi language.

## COMPUTER LITERACY

Familiar with MS Word, MS Excel, MS Access, MS Power Point & Internet Browsing. Good typing speed of both English & Bengali and able to use iBMS (mainframe) & ERP software.

## EXTRA CURRICULAR ACTIVITIES

- ❖ Member of Business Management Club, University of Chittagong
- ❖ Member of Shahjalal Hall Debating Club, University of Chittagong
- ❖ Member of Rover Scout Team, University of Chittagong.
- ❖ Captain of Shahjalal Hall Cricket Team, University of Chittagong.

## STRENGTH

- ❖ Excellent interpersonal and communicational skills
- ❖ Sharp sense of social responsibility
- ❖ Good team player
- ❖ Ability to work independently
- ❖ Ready to work under pressure and meet deadline

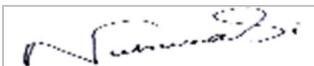
## REFERENCE

1. **Dr. Mohammad Abu Taher**  
Dean & Professor  
Faculty of Business Administration  
Department of Management Studies  
University of Chittagong  
Cell No: 01818-762538  
Email: [taher500\\_cumgt@yahoo.com](mailto:taher500_cumgt@yahoo.com)

2. **Dr. Md. Muazzem Hossain**  
Professor  
Department of Management Studies  
University of Chittagong  
Cell No: 01711-108547  
Email: [mhusainus@yahoo.com](mailto:mhusainus@yahoo.com)

## PROCLAMATION

I do hereby declare that the particulars provided here are true and no misinformation is given.



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Signature & Date