



ABU AYUBE ANSARY

A Senior Officer (HRM) with Masters degree in Human Resource Management has professional experience in the RMG industry. To make optimum utilization of my skill and qualifications to take the challenge of the day. I can implement my technical knowledge in the field of industrial sector in the country especially in HR. Skilled in recruitment and selection, employee benefits, performance management, learning and development, HR operation, policy and procedures, payroll and employee relations.

WORK EXPERIENCE

Senior Officer - HRM

Niagara Textiles Ltd. Chandra Circle, Kaliakair

3rd February, 2016 – Present

Gazipur, Bangladesh.

- Facilitate entire recruitment, advertising, resume short list, calling candidate, arrange interview and selection.
- Prepare employee orientation schedule and provide induction on HR policies and guidelines.
- Checking daily attendance, late attendance, absenteeism and leave status records of the employees by software and report to management.
- Prepare appointment letter, confirmation letter, increment letter, promotion letter and others letters.
- Maintain & update employee records and personal files.
- Prepare job description, job specification & employee performance appraisal.
- Coordinate internal and external training for employees.
- Maintain payroll software, update employee's information and prepare salary sheet and bonus sheet.
- Prepare disciplinary issues like show cause, warning, investigation, termination, dismissal according to BLL & BLR 2006, 2015, 2018.
- Maintain internal communication with employees on overtime/allowance claim, salary payment, deductions and adjustment.
- Prepare framework of new policies and procedure as directed Head of HR.
- Ensure to keep HRIS database update through HR software for monitoring information management, reports and decisions.
- Prepare HR memos and correspondence, forms and reports, arrange meetings, process confidential reports and documents as required.
- Prepare employees all final settlement as per labor law.
- Maintain all buyer requirement document for audit as per compliance standard.

EDUCATION

Masters of Business Administration- 2016

Southeast University

Major: Human Resource Management
CGPA: 3.55 out of 4

Bachelor of Business Administration- 2014

Southeast University

Major: Human Resource Management
Result : 2.76 out of 4

Higher Secondary School Certificate- 2009

Lalmonirhat Govt.College Lalmonirhat

Group: Business Studies
GPA 3.50 out of 5

Secondary School Certificate- 2007

Lalmonirhat Govt. High School

Group: Business Studies
GPA: 3.31 out of 5

PROFESSIONAL DEGREE

Post Graduate Diploma Human Resource Management (PGDHRM)

United International University

Result: 3.55 out of 4

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SPECIALIZATION

General HR

Legal Compliance

Code of Conduct

Bangladesh Labor Law 2006/2013/2015/2018

Calculation of Service Benefit, Maternity Benefit Final Settlement benefit.

SKILLS

Teamwork

Problem-solving

Communication

Negotiation

Multi Tasking

Team Leading

Decision-making

Delegation

Attention to Detail

Organization and Planning

IT SKILLS

MS Word

MS Access

PowerPoint

Illustrator

Advance MS Excel

Access Control System

Photoshop

LANGUAGES

BANGLA

ENGLISH

AWARDS

- ✓ Achieved General Membership From Bangladesh Society For Human Resource Management (BSHRM).
- ✓ Achieved Southeast University Debating Club Membership (SEUDC).
- ✓ Certified That in recognition of Completion of (CELP) Program.

BIOGRAPHY

Date of Birth : 27-12-1991
Sex : Male
Blood Group : B+ (Positive)
Nationality : Bangladeshi
NID : 19915225507000078
Marital Status : Unmarried
Religion : Islam
Permanent Address : House# 2
Road # 1/2, Tumolpara Pourosova
Lalmonirhat.

REFERENCES

Mohammad Ruhul Amin
Assistant Manager (HRM)
Niagara Textiles Limited
Cell: 01922-337069
E-mail: ruhulamin@niagaratex.com

Mohammad Fazlul Kabir
Assistant Manager (Maintenance)
Niagara Textiles Limited
Cell: 01717-142677
E-mail: mechanical@niagaratex.com

SPECIAL QUALIFICATION

Human Resource Management Competencies (HRMC)
Institute of Business Administration (IBA)
University of Dhaka

TRAININGS

Topic: Standard Social Compliance In The Industry - 2018 (27 Days)
Institute: Skills for Employment Investment Program (SEIP)

Location: Gazipur, Bangladesh

Topic: Factory Best Practices of Welfare & Compliance Management - 2018 (1 Day)
Institute: StartBiz

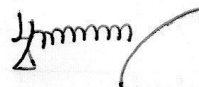
Location: Gulshan 2, Bangladesh

Topic: HR Transformation for National Development - 2016 (1 Day)
Institute: Bangladesh Society for Human Resource Management (BSHRM)

Location: Bangabandhu International Conference Center (BICC) Dhaka, Bangladesh.

I acknowledge that the above information is true and correct to the best of my knowledge.

Sincerely,



Abu Ayube Ansary
Date: 01.02.2020