



Resume of

Md.Muallem Hossain

Contract Address: Sheba-240, Muktar Bari Road, Tongi College Gate, Gazipur.

Mobile : +8801822471743/ 01908519923

E-mail: muallemhosen1989@gmail.com

Career Objective:

Seeking a responsible position in a respectable firm as a Administrative, Human Resources & Compliance Personnel, where I can use my knowledge and skills to effectively manage & fulfill employees and organizational needs efficiently.

Academic Background

Exam Title	:	M.B.S
Major	:	Accounting
Name of University	:	National University
Name of the college	:	Noakhali Gov't. College
Result	:	1 st Class
Year of Passing	:	2012

Exam Title	:	B.B.S (Hon's)
Major	:	Accounting
Name of University	:	National University
Name of the college	:	Noakhali Gov't. College
Result	:	2 nd Class
Year of Passing	:	2011

Higher Secondary Certificate (H.S.C)

Name of College	:	Kabirhat Gov't. College
Name of the Board	:	Comilla
Major	:	Business Studies
Result	:	GPA 3.90 (out of 5)
Year of Passing	:	2006

Secondary School Certificate (S.S.C)

Name of School	:	Miar Hat High School
Name of the Board	:	Comilla
Major	:	Business Studies
Result	:	GPA 3.44 (out of 5)
Year of Passing	:	2004

Language Fluency

- ❖ English : Fluent in reading, speaking and writing
- ❖ Bengali : Fluent in reading, speaking and writing

Computer Skills

- ❖ Have good writing & presentation skills.
- ❖ Have Knowledge About **KORME/ PAYROLL** Software.
- ❖ Have Sound Knowledge About **BGMEA (EBIMS)** Software.
- ❖ Have computer skill in **MS Word, MS Excel and Power Point**.
- ❖ Have good communication skill.
- ❖ Have Good Typing Speed in Bangla & English.

Capabilities

- ❖ Commanding skill and capable of working under both at group and individual working environment.
- ❖ Sound presentation capability. Working and presented many case, reports and assignments required for course curriculum.

Specialties

- ❖ Have Sound Knowledge About Bangladesh Labor Law 2006, Labor Rules 2015
- ❖ Self confident, hard working.
- ❖ Patient, courageous, enthusiastic and punctual.
- ❖ Ability to manage things and work with groups.
- ❖ Innovative and adoptive to new tools & techniques and quick learner.

Career Summary:

As Executive-Admin, HR & Compliance from March 01, 2014 to December 31, 2016 at Trend Force Garments (BD) Ltd, As Sr. Executive, Admin, HR & Compliance from January 01, 2017 to Till Now at Hornbill Apparel Ltd- (Norban Group).

Employment History:

Total Year of Experience: 06 Year(s)+

1. Sr, Executive, Admin, HR & Compliance (January 1, 2017 – Continuing)

Hornbill Apparel Ltd. (A Sister Concern Of Norban Group).

Company Location : S.A. Plot No. 310, Baimail, Quasem Cotton Mills, Konabari, Gazipur.

Department: Admin, HR & Compliance.

2. Executives, Admin, HR & Compliance (March 01, 2014 – December 31, 2016)

Trends Force Garments (BD) Ltd. (A Sister Concern Of Norban Group).

Company Location : Plot No. 491, Nawjur, Kodda Bazar, Gazipur Sadar, Gazipur

Department: Admin, HR & Compliance.

Audit Face:

BSCI, ACCORD/RSC, GOTS, OCS, SEDEX, WRAP, OEKO-TEX, Technical Audit

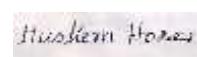
Career and Application Information:

Looking For	: Mid Level job
Available For	: Full Time
Present Salary	: 35,000 (Taka)
Expected Salary	: Negotiable
Preferred Job Category	: General Management/Admin, HR & Compliance/Org, Development.
Preferred District	: Anywhere in Bangladesh

Personal Background

Name : Muallem Hosen
Father's name : Abdul Momin
Mother's name : Ayesha Akther
Permanent Address : C/O.Abdur Rahim Chairman House,
Village-North Lamchi, P.O.Abdullah Mear Hat
P.S. Kabirhat, Dist. Noakhali.
Present Address : Sheba-240.Muktar Bari Road.Tongi College Gate.
Tongi.Gazipur
Nationality : Bangladeshi (By birth)
Religion : Islam (Sunni)
Date of Birth : 01 January, 1989
Gender : Male
Marital Status : Married
Height : 5'-4"
Blood Group : B+

I declare hereby that all the information I have presented so far on this curriculum vitae are true, correct and best of my knowledge.



Muallem Hosen

Date:

Reference:-

- | | |
|--|---|
| 1. Md. Iqbal Hossain
Assistant Director
Directorate General Of Drug Administration
Mobile-01721324206 | 2. Md. Amirul Islam Bulbul
Manager, Admin & Compliance
Hornbill Apparel Ltd. (Norban Group)
Mobile-01755511791
Email:-adminhal@norbangroup.cm |
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