

Resume of MD. HELAL UDDIN



Address: Bokran, Monipur, Gazipur.

Mobile No: +8801917-628202

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Career Objective:

To find a challenging position to meet my competencies, capabilities, skills, education and experience. I am willing to give total support to the organization with the experience and capability that I have, in order to achieve organization's goals.

Extra-Curricular Activities:

- Member at "Bangladesh Scouts"
- Forum Head (Khulna Forum) Sharodia Surid Forum at "The Weekly Sharodia"
- Rotary Club of Khulna Newton.
- Former District correspondent at "Monthly Agrodoor" (Scout Magazine)
- Former reporter at "The Weekly Sharodia"
- Former staff reporter at "eventbd7.com".

Computer knowledge

Skilled in MS office program, Internet browsing, E-mail etc.

Skills:

Leadership, Team Management, Performance Management, Negotiation, Employee Relations, Teamwork.

Career Summary:

Start career as a Human Resource Officer at Hassan Book Depot (Leading publishing house in Bangladesh). After that working renowned frozen foods company Golden Harvest as an Executive HR & Admin. Have more than 3+ years' experience in Human Resource Management.

Job Experience:

Executive HR & Admin (July 12, 2016 - Continuing)

GOLDEN HARVEST GROUP

Duties/Responsibilities:

- Accomplish this HR activates (Recruitment & Selection, Job posting, CV sorting, Conducting interviews and communicating with candidates, Employee motivation, Leave Management, Disciplinary action, HR planning).
- Maintain personal file of employees and further updating them as per necessity as like; Show cause letter, increment letter, transfer letter of employees, other educational certificates and updating the master database accordingly.
- Arrangement of employee engagement program. Coordinate different training and team building activities.
- Draft and prepare appointment letter, NOC, experience certificate, salary certificate and distribute to concerned employees.
- Prepare and maintain organogram of all departments.
- Updating employee overall details in ERP software.
- Employee induction and orientation.
- Assist to develop HR policy and procedure and its proper implementation.
- Draft and prepare office note, memo, letter, office order and circular, etc.

Officer Human Resource (February 8, 2016 - April 26, 2016)

HASSAN BOOK DEPOT

Duties/Responsibilities:

- Maintain personal file of employees and further updating them as per necessity as like; Show cause letter, increment letter, transfer letter of employees, other educational certificates and updating the master database accordingly.
- Arrangement of employee engagement program.
- Taking approval in manpower requisition form.
- Update and Maintain Employee Personal Information Database.
- Draft and prepare office note, memo, letter, office order and circular, etc.

Training Summary:

Training Title	Institute	Country	Location	Year	Duration
Computer Office Application	City Polytechnic Institute	Bangladesh	Khulna	2011	06 Months

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Passing Year	Duration (Years)
Master of Human Resource Management	HRM	University of Dhaka	On Going	2020	2
Master of Business Studies (MBS)	Management	National University	Second Class, Marks : 56.6%	2011	1
Bachelor of Business Studies (BBS)	Management	National University	Second Class, Marks : 55.39%	2010	4
HSC	Business studies	Hazi Mohammad Muhsin College	CGPA:3.6 out of 5	2006	2
SSC	Business Studies	PJM High School, Khulna	CGPA:3.25 out of 5	2004	10

Personal Details:

Father's Name : Md. Rafique Ullah
 Mother's Name : Sakhina Rafiq
 Present Address : Bokran, Monipur, Gazipur.
 Permanent Address : Housing New Colony, Khalishpur, Khulna
 Date of Birth : 23rd August, 1989
 Sex : Male
 Marital Status : Unmarried
 Religion : Islam
 Blood Group : O+ (Positive)
 Nationality : Bangladeshi

Reference (s):**Reference: 01**

Name : Md. Muttakin Hasan
 Organization : Mundipharma (Bangladesh) Pvt. Limited
 Designation : Head of HR & Admin
 Address : House No-56/C, Commercial Cove, Road-132, Gulshan-1, Dhaka 1212
 Mobile : +8801973-316670
 E-Mail : muttakin_777@yahoo.com
 Relation : Professional

Reference: 02

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 Professional

(Md. Helal Uddin)