

MIR SAKHAWAT HOSSAIN

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To work with a professional company where I shall get further learning opportunities for my professional development together with opportunities for utilizing my experiences, knowledge and skills for the organization.

EXPERIENCE

20TH MARCH, 2017 – 31ST MARCH, 2020

ASSISTANT MANAGER, HR & ADMIN, MAHMUD GROUP

- Performing recruitment & selection process those include manpower requisition, Internal Sourcing, Online Advertisement, CV sorting, taking part in interview session, final selection and placement.
- Review, update and maintain employee files and other HR paper works in an efficient, timely, orderly and confidential manner to ensure salary & wages.
- Assist & coordinate the performance appraisal process & ensure appropriate and effective communication.
- Recording, maintaining and monitoring daily attendance and leave to ensure employee punctuality.
- Preparing all kind of official correspondences relating HR & administrative issues like office note, memo, office order & circular (Both Bangla & English), Offer Letter, Appointment Letter, Confirmation Letter, Increment Letter etc.
- Handling Disciplinary action, Termination, Resignation, Promotion, Demotion & Transfer Issues & Final Settlement as per policy of the Company.
- Ensuring that health, safety and security rules are followed as per policy.
- To maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Lead engagement with Department Heads and with employees on various Employee Relation matters, to conduct exit interviews and identify exit trends, and to conduct (or as appropriate, lead) investigations into all charges of disciplinary issues.
- Maintaining active communication with Law enforcing agencies, GOB and other agencies, offices and institutions and coordinate various administrative issues.
- Handling Group Insurance Policies.
- Responsible for ensuring healthy workplace maintaining efficient operation of Safety, Hygiene and Environment.
- Processing various types of official meeting agenda.
- Check and maintaining the office email and response it properly.
- Responsible for ensuring Trade License, Fire License, ERC, IRC, agreements/deeds copy and other relevant documents are well maintained and updated.
- Planning, control and maintenance of office equipments, property, assets etc.
- Ensure the logistics support (ID card, email ID, Bank A/C) for the newly hired & existing employees.

1ST JULY 2011 - 20TH FEBRUARY, 2017

COORDINATOR AT GBSPROJECT, DEVELOPMENT DESIGN CONSULTANTS LTD.

- Support Project consultants with Project Administrative tasks
- Co-ordinates team activities to ensure that projects meet goals of timing, quality and costs.
- Performing general administrative duties for a unit management team and broader team when required.
- Keep the Project Manager (PM) and others informed about project status and issues that may impact client relations.
- Responsible for HR initiatives which include performance review process, training & development, compensation administration etc.
- Control employees' daily attendance & movement monitoring system.
- To monitor training/awareness on regular basis.
- Monitor & Maintain the Leave in daily basis.
- Provide proper support to the payroll administration, Bonus Calculation, OT calculation, Final Payment etc.
- Provide full support to the Recruitment & Selection process;
- Attend client meetings and assist with determination of project requirements
- Prepare project organization and communication charts
- Chair site meetings and distribute minutes to all project team members
- Use project scheduling and control tools to monitor projects plans.
- Effectively and accurately communicate relevant project information to the client and project team
- Co-ordinate and arrange all travel plans for departmental staff.
- Manage Team meeting / workshop, Teambuilding, internal conferences.
- Prepare presentations, briefing papers for meetings.
- Responsible for organizational functions and general meeting support: including arranging, follow up calls, maintaining office space schedules

1ST JULY 2009 - JUNE, 2011

ENGINEER (ELECTRICAL) AT GBSPROJECT, DEVELOPMENT DESIGN CONSULTANTS LTD.

- Design control system configuration for Ganges Barrage and Gorai off-take hydropower plant.
- Estimated cost of electrical system and hydropower plant.

1ST NOVEMBER 2008-JUNE 2009

TECHNICAL ASSISTANT, CENTER FOR ENVIRONMENTAL GEOGRAPHIC INFORMATION SERVICES

Map Digitizing

EDUCATION

2015

PGDHRM, BANGLADESH INSTITUTE OF MANAGEMENT (BIM)

Result: 2.58 out of 4

2014

MBA, SOUTHEAST UNIVERSITY, DHAKA

Result: 3.63 out of 4

2008

B.SC.(HONS) IN EEE,AHSANULLAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, DHAKA

Result: 3.084 out of 4

2003

HSC,DHAKA COLLEGE, DHAKA

Result: 3.90 out of 5

2001

SSC,RAJUK UTTARA MODEL SCHOOL & COLLEGE, DHAKA

Result: 4.75 out of 5

PERSONAL INFORMATION

Father's Name : **Mir Abu Sufian** (Retd. Chief Engineer, Water Development Board)
Mother's Name : **FatemaKhatun**(Retd. Senior English Teacher, Mohakhali Model High School)
DOB : 26 September, 1985
Nationality : Bangladeshi
Religion : Islam (Sunni)
Marital Status : Married

REFERENCES

Salah Uddin Ahmed

Head of Human Resources

Mahmud Group

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DECLARATION OF AUTHENTICITY

I certify that all information stated in the curriculum vitae is true and complete to the best of my knowledge. If required and where applicable, this information can be supported by appropriate & authentic certificates/papers.

