

Md. Mahade Islam Likhon

House :1/2, Block : A, Road : 05

Mirpur-01, Dhaka-1216.

Mobile : +880-1624112664

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Career Objective:

Dedicated professional with proven skills and experience in recruiting, staffing, manpower management and human resources. Dependable with proven ability to succeed under pressure, deliver excellence and establish genuine relationships. A team player with effective interpersonal skills and a strong work ethic.

Self Analysis:

- Strong motivation & commitment.
- Ability to work independently as well as in team.
- Endurance to work for long hours and under pressure.
- Pleasant personality and good inter personal skills.

Work Experience:

Company Name	: Opex Group, Mirpur Complex (Opex & Sinha Textile Group)
Designation	: HR Executive
Period	: July 21, 2018 – Continuing.

Duties/ Responsibilities:

- Monitor and check daily attendance, leave movement of the employees as per instructions.
- Daily floor visit and reporting to HR head in the factory.
- Assist to ensure a great working environment as per company culture and set rules.
- Provide ID card, necessary desk material to employees.
- Assist in implementing human resource policies.
- Organize employee performance review.
- End to end process of recruitment closing positions on time and negotiation.
- Manage recruitment process including CV screening, Interview arranging and others
- Implement effective sourcing, screening and interviewing techniques.
- Assisting the interview board with information in the interview sessions
- Provide support to employees in various HR related issues such as leave, compensation etc and resolve issues and problems.
- Ensure filing, mail drafting on different issues and follow up documentation process for approval.
- Maintaining employee`s personal files, leave management and provide all assistance to the management like reporting to HR head on different HR related issues regarding employees.
- Submitting daily attendance report, monthly recruitment and discharge report, performance evaluation report etc.
- Assisting Payroll Officer regarding salary, attendance and leave related issues of employees.
- Provide official notices, office orders by the likes of warning letters, show cause letters etc.

Internship Experience :

- Have completed internship course (03 months) for **Master of Business Administration (MBA)** from **Babylon Group** in the year 2018.
- Have completed internship course (03 months) for **Bachelor of Business Administration (BBA)** from **Janata Bank Limited** in the year 2015.

Academic Qualification:

- **Master of Business Administration (MBA)**
Bangladesh University of Business & Technology (BUBT)
Major in HRM
CGPA 3.47 out of 4.00 scales
Spring 2016 – Spring 2018
- **Bachelor of Business Administration (BBA)**
Bangladesh University of Business & Technology (BUBT)
Major in HRM
CGPA 3.30 out of 4.00 scales
Fall 2011 – Summer 2015
- **Higher Secondary Certificate (HSC)**
Pallabi Degree College
Science
GPA of 2.60 out of 5.00 scales
Completion Year: 2011
- **Secondary School Certificate (SSC)**
BCIC College
Science
GPA of 4.69 out of 5.00 scales
Completion Year: 2008
- **Relevant Courses :** Recruitment and Selection, Performance Appraisal, Training and Development, Compensation Management, Employee Satisfaction, Job Analysis.

Language Proficiency & Computer Skills

- Adequate reading, writing and speaking command over both Bangla (Mother Language) and English.
- Application program: Microsoft word, Microsoft Excel, Microsoft PowerPoint.
- Well trained on Microsoft Office courses from Dewan ICT.
- Exposed to World Wide Web and Internet

Extra Curriculum Activities

- Obtained an overall result of 6.00 out of 9.00 in IELTS (2015 – 2017)
- Trained on Advanced Analysis and Modeling using Microsoft Word and Microsoft Power Point.
- Participated in seminars of career council of Bangladesh University of Business & Technology.

Personal Achievements

- Intra University project contribution (**2nd place**).
Project topic: Solar Metro Train in Bangladesh.
- Intra school cricket champion (2006).
- Class representative

Social Affiliations

- Have organized Blood donation camps.
- Participated at Global Hand Wash Program.

Personal Information

Father`s Name	Late Md. Nazrul Islam
Father`s Occupation	Business
Mother`s Name	Shahana Islam
Mother`s Occupation	Housewife
Date of Birth	2 nd August, 1993
Nationality	Bangladeshi
Religion	Islam
Marital Status	Married
NID Number	1016550707
Present Address	House : 1/2, Road : 05, Block : A, Section : 01, Mirpur, Dhaka -1216
Permanent Address	House : 31, Road : 01, Block : A, Section : 01, Mirpur, Dhaka -1216
Blood Group	O+ (Positive)
Height	5'8"

References

A.B.M. Salahuddin
General Manager (GM)
HR, Admin & Compliance
Opex Group, Mirpur Complex
E-mail : salahuddinmpr@opexgroup.com
Mobile : +8801977 227855

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Assistant Manager
Reservation & Ticketing
Mileage Tours & Travels
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I hereby declare that all the above information is correct and complete.



Md. Mahade Islam Likhon