

BAPPI HALDER

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**Career Objective:**

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal.

Work Experience:

Company Name: Vorer-Pata vacancy Limited (Vorer-Pata group)

Address: Banani Dhaka - 1212

Post: Executive Human Resources

Duration: January 2020 to Continue

Duty of responsibility:

- Arrange, conduct & process employees Recruitment & Selection as per Recruitment & Selection Policy & Procedure of organizations.
- Perform and ensure core HR activities and practices and assist in implementing HR policies and procedures.
- HR Operations.
- Keep Personal & Master Files up to date.
- Compensation works for employee confirmation, promotion, allowances & other benefits.
- Attendance & leave follow-up.
- Ensuring competition off all registers.
- Training & Development tasks.
- Drafting administrative letters, office order, office notice, note sheet etc.
- Submission of manpower report, safety, & security report & other administrative report.
- Administer or change benefits, health plans, retirement plans etc.
- Coordinate & direct work activities for managers & employee.
- Foster cross-functional relationships & ensure managers & employee are properly connected.
- Measure employee retention & turnover rates.
- Promote a positive & open work environment where employee feel comfortable speaking up about issues.
- Monitor HR departments budget.
- Make salary sheet in our all company employee.
- Direct all hiring & training procedures for new employee.
- Manage employee grievance.

Company Name: Jermatz Limited

Address: Bangla motor Dhaka

Post: Executive HR

Duration: March 2018 to December 2019

Duty of responsibility:

- Employee personal file maintain.
- Employee attendance.
- Called for preliminary interview.
- Employee master data periodic updating.
- Monitor and check safety, security and cleanliness.
- Maintain Leave & attendance management.
- Promote a positive & open work environment where employee feel comfortable speaking up about issues.
- Drafting administrative letters, office order, office notice, note sheet etc.
- Submission of manpower report, safety, & security report & other administrative report.
- Any other task assigned by the management from time to time.
- Monitor adherence to internal policies and legal standard.
- Make Salary sheet in our all company employees.
- Provide Some new employee training.
- Monitor HR department's budget.
- Measure employee retention and turnover Rates.

Profile Summary:

- A customer oriented, multitasking fresher with BBA degree in HR.
- Expert in understanding the business requirement.
- Excellent in identifying the need of organization.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.

Personal Qualities:

- Strong motivational and leadership skills.
- Exceptional presentation and interpersonal skills.
- Unmatchable communication skills in writing and verbal both.
- Ability to work in a team as well as individual.

Educational skills:

B.A (Hon's) in BBA (Human Resources management)

Year of Passing: 2016

CGPA: 2.69

Institute: Southeast University

HSC (Higher Secondary Certificate)

Year of Passing: 2011

GPA: 3.70

Group: Business Studies

Institute: A K M Collage Patuakhali

SSC (Secondary School Certificate)

Year of Passing: 2009

GPA: 3.63

Group: Business studies

Institute: Patuakhali Govt. Jubilee High School

Computer knowledge:

- Proficient in basic use of MS office, Word, Excel etc.
- Operating system windows XP, windows 7, windows 10, and etc.

Achievement:

- Attended many seminars on topic “Human Behaviors “and “Human Relationship “.
- Receive many awards in school and college level.

Extra-curricular Activities:

- Working as part time business development associate.
- Actively participate in many event.

Professional Skills:

Institute - Management & Strategy Institute
Course Name - Project Management Essentials Certified (PMEC)

Institute - Management & Strategy Institute
Course Name - Lean Six Sigma White Belt Certified

Institute - Alison
Course Name - Microsoft Excel 2010 – Revised 2017

Personal interest:

- Listening music
- Travelling
- Reading book
- Cricket
- Football
- Chess etc.

Language proficiency:

- Bangla: - Fluent
- English: - Fluent
- Hindi: - Standard

Personal Details:

Father's Name: Nani Howlader
Mother's Name: Mala Halder
Permanent Address District: Center Para, Patuakhali
District: Patuakhali, Bangladesh
Date of Birth: 2-5-1994
Blood Group: O (+) positive
Height: 5' - 6"
Religion.: Hindu
Marital status.: Single
Nationality: Bangladeshi

References

Md. Abir Hasan Pretom
Senior Designer (Design Studio)
HA-Meem Group
Email – pretom@hameemgroup.com
Contract – 01719167053

Musfakur Hasan Maruf
Head of Fashion Designer
KK Holdings
Email – maruf4509@gmail.com
Contract - 01717731657

Declaration of Authenticity

Seeking to obtain a challenging position as a human resources Management in professional artistic environment. Where I can use my skill and experience us in the development and planning field to benefit the company.

Bappi Halder

