



## ***Nurul Absar***

Contact Address: Bipul Voban, H/No-17, Road no -01, Lane - 01 House no 14,  
J-Block, Halishohor, Chattogram. Cell: +8801814-178287  
E-mail: absar.rasel@gmail.com

### **Career Objectives:**

Self-motivated professional with 4 years of human resource experience in a Ready Made Garments factories. Currently seeking a mid-level position to utilize strong communication and management skill.

### **Career Summary:**

Have two years working experience as chief Accountant Officer in Chattogram local company and have four years' experience as Officer (Human resource) in Ready Made Garments factories and also involved with some educational activities.

### **Experience:**

#### **Officer, HR at Youngone Group, Chattogram**

**Dec, 2017 - Present**

- Ø Personnel Management,
- Ø HRMS Software,
- Ø Salary & Wages Management,
- Ø Performance Appraisal,
- Ø Recruit Experience & Non-Experience Employee,
- Ø Attendance & Leave Check
- Ø Documents & Certification,
- Ø Motivation and Counseling,
- Ø Training & Development,
- Ø Investigate any types of case,
- Ø Firedril Training & Motivational Speech,
- Ø Compliance Related Issue, etc.

#### **Chief Officer, Account & Admin at AD Corp, Chattogram**

**Feb, 2017 - Nov, 2017**

- Ø Salary & Wages Management,
- Ø Local purchase & procurement,
- Ø Transport Management,
- Ø Documents & Certification,
- Ø Accounts Debtors & Creditor Record,
- Ø Cash Receive & Payment, Prepare all kind of Voucher,
- Ø Profit and loss statement, etc.

#### **Assistant Headmaster at Golokerhat Ideal School, Chattogram**

**Jan, 2016 - Jan, 2017**

- Ø Teach Student's,
- Ø Teachers Management,
- Ø Arrange Meeting with Committee Member & Teacher,
- Ø Cash Management,
- Ø Appointed Teacher,
- Ø Arrange Cultural Program,
- Ø Trained teacher about Profession
- Ø Transport Management, etc.

### **Trainings:**

- ❖ Fire Fighting, Fire Prevention, Rescue & First Aid Training by Bangladesh Fire Service and Civil Defense, Agrabad, Chittagong. (2019)  
Duration: 03 Days
- ❖ Training Of Trainer (TOT) by Omni Global Certification, Chattogram. (2020)  
Duration: 03 Days

### **Activities:**

Volunteer of blood donation campaign programs at Dhoom Youth Society.

**Educational Qualifications:**

MBS (2013)	<b>Govt. Commerce College, Chittagong</b> Major: Accounting, Result: Second class
BBS (2011)	<b>Baraiyahat Degree College</b> Business Studies, Result: Second Class
HSC (2008)	<b>Baraiyahat Degree College</b> Business Studies, Result: 3.10 (out of 5)   Chittagong Board
SSC (2006)	<b>Meherunnesa Faiz High School</b> Business Studies, Result: 3.00 (out of 5)   Chittagong Board

**Personal Details:**

Father's Name:	Late Nurul Amin
Mother's Name:	Josna Ara Begum
Gender:	Male
Height/Weight	5'6" / 70 kg
Date of Birth:	26-11-1988
Marital status:	Married
Religion:	Islam
National ID No:	1515322450250
Nationality:	Bangladeshi (by birth)
Blood Group:	B+

**Permanent Address:**

C/O - Nasir Mon Bhuiyan Bari, Village - Mobarak Ghona, Post Office – Mohajan hat (4326) , Police Station – Zorawargonj , Upzila - Mirshari, Chittagong.

**Key Strengths:**

Honest, Punctual and Responsible, Self-Motivated & able to Motivate others, Excellent Communication Skill, Quick Learner & Analyzer, Hard Working & Energetic Strong, Work Ethic Comfortable in both Leadership & Team environment.

**Skills & Abilities:**

Language: Bengali, English

- Ability to manage variety of tasks and responsibilities simultaneously and effectively
- Excellent presentation skill

**Computer Literate:**

MS Word, MS Excel, MS Power Point, Internet Browsing, HRMS Software, Well-functioning any types Software.

**Available on Request:**

**Ekramul Hoque**

Manager, Human Resource Department.  
Youngone, KEPZ, Anowara, Chattogram  
Phone: +88 01814-953910  
Email: [ekram@youngonectg.com](mailto:ekram@youngonectg.com)

**Fakhrul Abedin**

Senior Officer, Sonali Bank Ltd.  
Head Office, Motijeel, Dhaka  
Phone: 01817-665277  
Email: [fohkrul.abedin@sonalibank.com.bd](mailto:fohkrul.abedin@sonalibank.com.bd)

**I declare that, all the above information is correct.**

Sincerely,



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**Nurul Absar**