

**MOHAMMAD KAMAL HOSSAIN**

31/17 Middle Paikpara, Mirpur-1, Dhaka-1216

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**Career Objective:**

Seeking a competitive and challenging environment where I can serve an organization and establish a successful career for myself.

**Career Summary:**

- ✓ Working as Senior Officer in HR & Admin department at Dhaly Construction Ltd
- ✓ Worked as Executive in HR & Admin dept. at Zamil New Delhi Infrastructure Pvt. Ltd for 2 years.
- ✓ Worked as Junior Officer in Administration department at Scholastica Limited for 1 year.

**Special Qualifications:**

- ✓ Organizational Development
- ✓ Recruitment
- ✓ HRIS
- ✓ Payroll
- ✓ Labor Law 2006
- ✓ Admin Operations

**Employment History:**

Total Years of Experience: 4.3 Years

**Senior Officer, HR & Admin (April 01, 2019 to Continuing)**

Organization : Dhaly Construction Ltd. (Dhaly Group)

Department : Human Resources & Administration

Company Business : Construction/ Telecommunication/ Restaurant

Key Responsibilities :

- ✓ Working to improve company's culture & relation between employees and department.
- ✓ Working to improve organogram & ensure transparency of individuals and department.
- ✓ Design new job opening to publish circular as per requirement of management.
- ✓ Sorting out potential candidates CV & prepare comparison sheet to provide management.
- ✓ Arrange interview session & provide required support to conduct interview.
- ✓ Issue offer letter, appointment letter, Increment letter, promotion letter & show cause letter.
- ✓ Maintaining 500+ employee's attendance & leave record of 80+ construction sites regularly.
- ✓ Maintaining head office employee's attendance & leave record.
- ✓ Prepare final attendance report for payroll process.
- ✓ Maintain & update employee master database regularly.
- ✓ Exit settlement of retired / resigned employees.
- ✓ Performing as key contact person (KCP) of corporate sim provider (Grameenphone).
- ✓ SIM distribution, suspension, billing and SIM user database management.
- ✓ Employee's ID card, visiting card & seal.
- ✓ Supervising support staffs of head office.
- ✓ Any other daily operations and assignment given by management.

**Executive, HR & Admin (September 01, 2016 to March 31, 2019)**

Organization : Zamil New Delhi Infrastructure Pvt. Ltd. (Zamil Group, Bahrain)

Department : Human Resources & Administration

Company Business : Telecommunication / MNC

Key Responsibilities :

- ✓ Design new job opening to publish circular against vacancy.
- ✓ Sorting out potential candidates CV & prepare comparison sheet to provide management.
- ✓ Arrange interview session & provide required support to conduct interview.
- ✓ Issue offer letter, appointment letter, Increment letter, promotion letter & show cause letter.
- ✓ Attendance & leave record
- ✓ Prepare site employee's payroll
- ✓ Maintain employee's master database.
- ✓ Conduct yearly performance appraisal as team member.
- ✓ Exit settlement of retired / resigned employees
- ✓ Performing as key contact person (KCP) of corporate sim provider (Banglalink & GP).
- ✓ SIM distribution, suspension, billing and SIM user database management.
- ✓ Employee's ID card, visiting card & seal.
- ✓ Supervising support staffs of head office.
- ✓ Any other daily operations and assignment given by management.
- ✓ Prepare Code of conduct, NDA, Policy as per requirement of management.

**Junior Officer, Administration (September 1, 2015 - August 31, 2016)**

Organization : Scholastica Limited (Ascent Group)

Department : Administration

Company Business : Education/ Real State/ IT/ Printing

Key Responsibilities :

- ✓ Total front office management.
- ✓ Supervise support staffs
- ✓ Ensure ground security, cleanliness & hygiene
- ✓ Attendance & late report.
- ✓ Students early leave record.
- ✓ E-mail & PABX correspondence.
- ✓ Provide logistic support to arrange meeting and different program.

**Educational Information:**

| Exam Title                               | Concentration/Major              | Institute                              | Result             | Year |
|--|----------------------------------|--|--------------------|------|
| Masters of Business Administration (MBA) | Human Resource Management        | Daffodil International University      | CGPA:3.36 out of 4 | 2016 |
| Bachelor of Science (BSc)                | Apparel Manufacturing Technology | BGMEA University of Fashion Technology | CGPA:3.66 out of 4 | 2013 |
| H.S.C                                    | Business Studies                 | Dhaka City College                     | CGPA:4.6 out of 5  | 2009 |
| S.S.C                                    | Business Studies                 | Model Academy                          | CGPA 4.75 Out of 5 | 2007 |

**IT & Computer Skill:**

Have Good command in MS Excel, Word, Power Point and Outlook.

**Language Proficiency:**

Have good command in reading, writing and spoken English & Bengali.

**Strengths:**

Quick learner, To do attitude, Honest & Punctual

**Career and Application Information:**

Looking For : Mid-Level Job  
Available For : Full Time  
Expected Salary : 28000  
Preference Job : HR / Administration

**Personal Details:**

Father's name : Abdul Hakim  
Mother's name : Reba Begum  
Present address : 31/17 Middle Paikpara, Mirpur-1, Dhaka  
Permanent address : Gournadi, Barisal  
National ID Number : 8694459994  
Date of Birth : 02 July, 1992  
Marital status : Married  
Nationality : Bangladeshi (by birth)  
Religion : Islam

**In Case of Verification:****Md. Abdullah-Al-Maruf**

Asst Manager, HR & Admin  
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**A.F.M Shafiul Alam**

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