

# WAKIL AHMED

House - 67  
West, Rampura  
Dhaka-1219, Bangladesh  
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## Career Objective

To work in organizations that provide me with professional environment, knowledge based challenges, and a career related to Human Resource Management & Administration.

## Experience

Total Experience: **5.8 Years with PGDHRM & till now**

### **Bijoy Online Ltd. ( 01 March 2018 to Present )**

Company Location: Dhaka

Position: **Sr. Executive - HR & Admin**

#### **Responsibilities:**

- Update all HR and admin documents and records.
- Recruitment planning & execution.
- Call for interview as per instruction of Management.
- Arrange interview for primary selected candidate.
- Take necessary action for new employee joining and orientation.
- Disciplinary action and grievance handling as per organization policy.
- Issue selection letter for selected persons.
- Maintain Attendance Machine, cc camera, office pickup etc.
- Prepare Monthly Attendance Report.
- Keep record for Late, Leave & Absence.
- Monitor movement of the Cars by using GPRS.
- Update all Documents of BRTA for car fitness and tax token.
- Submit any types of information asked by BTRC time to time.
- Prepare and submit total documents for license of BTRC.

Supervisor: Shariful Hassan ( Manager )

### **Libra Infusions Ltd. ( 09 August 2015 to 28 February 2018 )**

Company Location: Dhaka

Position: **Officer - HR & Admin**

#### **Responsibilities:**

- Employees Personnel file maintain.
- Prepare all kinds of document and records.
- Leave management, Employee Attendance.
- Monitor and check safety, security and cleanliness.
- Employee Master data periodic updating.
- HR related communication both letter & mail.
- Attendance Check (sent mail to Chairperson).
- Called for preliminary interview.
- Factory site investigations.
- Co-ordinate human resource manager.

Supervisor: Abdus Sabur Khan Semon ( HR Manager )

### **Planet Architect & Engineers. ( 04 February 2015 to 31 July 2015 )**

Company Location: Dhaka

Position: **Executive - HR & Admin**

#### **Responsibilities:**

- All kinds of recruitment. Like recruitment of Engineer/ Officer level Persons.
- Arranging all kinds of Entertainment related program for the company.
- Records and Documentation Management.
- Maintain all administrative issue.
- Monitor all clients drawing order basis work.

Supervisor: Engr. Gazi Md. Omar Faroque

### **Al-Arafa Islami Bank Ltd. ( 21 October 2014 to 31 January 2015 )**

Company Location: Dhaka

Position: **Officer - Internship**

#### **Responsibilities:**

- Front desk.
- Opening account.
- Data entry in MS word.
- Knowledge about deposit scheme discussing with client.

Supervisor: Aminur Rahman ( Babu )

### **Educational Background**

**2020:** Post Graduate Diploma in Human Resource Management (**PGDHRM**), United International University (UIU), GPA: Ongoing (Out of 4).

**2016:** Master of Business Administration (**MBA**), (Human Resource Management), University Of Information Technology & Sciences (UITS), GPA: 3.02 (Out of 4).

**2014:** Bachelor of Business Administration (**BBA**), (Human Resource Management), University Of Information Technology & Sciences (UITS), GPA: 2.98 (Out of 4).

**2010:** Higher Secondary School Certificate Examination (**HSC**), Khilgaon Ideal College, Educational Board of Dhaka, Discipline: Business Studies, GPA: 3.00 (Out of 5).

**2008:** Secondary School Certificate Examination (**SSC**), Pandithshar High School, Educational Board of Dhaka, Discipline: Business Studies, GPA: 2.19 (Out of 5).

### **Training & Academic Works**

- Completed basic computer course from BIT Computer Training Center.
- Participated in a workshop on “Fundamental Analysis” organized by UITS.

### **Computer Literacy**

Have proficiency in performing the following

- MS Office: Word, Excel, PowerPoint.
- Knowledge about HTML.
- Knowledge of using software.
- Internet: browsing, surfing, emailing.
- Hardware: A+ hardware, configuration & maintenance.

### Some of Key the Term Papers

- Human Resource Management Policy and Procedure of Al-Arafa Islami Bank Ltd.
- Orange HRM Software.

### Adaptation & Communication Skills

- Good command over spoken and written English and Bengali.
- HRIS (HRM) software.
- Strong communication and interpersonal skills.
- Ability to express ideas and concepts clearly and concisely in written and oral form.
- Ability to work in a multicultural environment and to work under pressure with groups.
- Self-motivated and committed to outstanding achievements.

### Personal Details

Father's name – Late.Mir. Motalab Hossain  
Mother's name – Umme Salma  
Date of birth – Feb 12, 1989  
Religion – Muslim (Sunni)  
Nationality – Bangladeshi  
National ID No.- 2612980850631  
Marital Status - Married  
Height - 5'-10"  
Blood Group – A+

### Permanent Address

C/O Late. Mir Motalab Hossain  
Vill- Katha Hugly,  
PO- Golar Bazar,  
PS- Naria  
Dist- Shariatpur.  
Current Location- Dhaka

### References:

#### **Shakil Ahmed**

Sr. Manager - Engineering  
Bay Developments Ltd  
Contact: 01718660950  
Email: shakilahmednew@gmail.com

#### **Md. Sumon Miah**

ASP- Organized Crime (Economic Crime Squad)  
CID Headquarters  
Contact: 01711957860  
Email: miahsumon832@gmail.com

I hereby, state that the information given above is correct and original.



Wakil Ahmed