




Curriculum Vitae of,

**MD. NAZMUDDIN HASSAN**

 47, Satish Sarker Road, 5<sup>th</sup> Floor, Gandaria, Dhaka-1204

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**Professional Statement:** An HR personnel with demonstrated history of working in the human resources industry. Interested to work in a vibrant and challenging setup where employees are valued and empowered.

**Employment History:**

**(1) Prime Bank Limited**

**Division:** Human Resources

**Position:** Junior Officer

**Duration:** August 01, 2018- till date

Duties and Responsibilities:

- Maintaining documentation in Employee Personal Files and in an efficient, timely & confidential manner.
- Keeping records of new joiners & tracking probation review.
- Ensuring overall operations of providing Employee ID Card and dealing with any issues in relation to provide relevant services to the employees or managing vendors.
- Controlling leave management, leave register and all other administrative files of respective divisions.
- Preparing NOC, experience certificate & salary certificate by ensuring the purpose and distribute it to concern employee.
- Prepare and record personal records of employees update into scaled database.
- Attending various career fairs.
- Assisting in Award and Recognition Program of the Bank.
- Assisting in Promotion interview and written test.
- Ensuring smooth exit process of the resigned employees.
- Preparing employee "Resign List" for every running month.
- Preparing different notes, memos, office orders, and office circulars in respect of day to day HR operations.



**(2) Grow n Excel**

**Position:** HR Trainee

**Duration:** January 21, 2018- July 31, 2018

Duties and Responsibilities:

- Arranging and processing employee Recruitment and Selection as per clients' requirements including job descriptions, posting ads and managing the end to end hiring process (Citibank N.A., edotco Bangladesh Company Limited, Novo Nordisk, Robi Axiata Ltd., Robert Bosch Limited, Total Gaz, SGS, Unilever Bangladesh Limited etc.)



- Rechecking verified background screening of employees under payroll.
- Maintaining all data records papers in relation to OT and other allowances.
- Preparing EFTN process to disburse salaries.
- Assisting employees in opening Bank account for salary purpose
- Managing employee leave data to keep records of their monthly and annual leaves.
- Managing all employee operational activities from joining to separation like completing joining formalities, maintaining personal file and employee database, issuing different letters, completing exit formalities etc.
- Preparing various types of HR related letters eg- Offer Letter, Appointment letter, NOC, Salary Certificate, Pay slip, Increment Letter, Release Letter etc.

### Fields of Specialization:

<ul style="list-style-type: none"> <li>• Recruitment &amp; Selection</li> <li>• Compensation &amp; Benefit</li> <li>• Separation Management</li> </ul>	<ul style="list-style-type: none"> <li>• Leave Management</li> <li>• File Management</li> </ul>
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### Academic Qualifications:

Title	Concentration	Institution	Result	Passing Year
M.B.A	HRM	East West University	CGPA: 3.35 out of 4.00	April, 2020
B.B.A	HRM	East West University	CGPA: 2.84 out of 4.00	2017
H.S.C	Business Studies	Bir Shreshtha Noor Mohammad Public College	GPA: 4.90 out of 5.00	2012
S.S.C	Business Studies	College of Development Alternative (CODA)	GPA: 4.75 out of 5.00	2010

### Internship:

Organization	Division	Duration	Duties and Responsibilities
Prime Bank	Human Resources	4.5 months	<ul style="list-style-type: none"> <li>• Documenting all HR related letters eg. Offer Letter, Appointment letter, NOC, Increment letter, Internship Recruitment etc.</li> <li>• Preparing Police verification letter</li> <li>• Assisting in interview/written exam &amp; employee joining formalities.</li> <li>• Communicating with the candidates for interview, written test.</li> </ul>

### Co-Curricular Activities

- Attended BSHRM 7<sup>th</sup> International HR Conference-2018 with the team of Grow n Excel.
- Attended career fairs with the Recruitment Team of Prime Bank Limited organized by AIUB, IUB, NSU, and Southeast University.
- Former Member of East West University Business Club (EWUBC)

## Summary of Skills

### Proficient Skills:

- Excellent command on MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook, SPSS and Internet essentials.

### Supportive Skills:

- Ability to work both independently and in a team environment.
- Always try to learn new things from the surroundings.
- High standard of attendance.
- Fascination on hardworking and in-depth reading & searching for solution.
- Positive thinking, self-motivated, adaptable and flexible.

## Personal Details

Father's Name : Md. Anwarul Hassan  
Mother's Name : Nazma Hassan  
Date of birth : 16<sup>th</sup> August, 1995  
Marital Status : Single  
Permanent Address : 47, Satish Sarker Road, 5th Floor, Gandaria, Dhaka

## References

<b>Takiyan Chowdhury</b> Vice President Human Resources Division Prime Bank Limited 119-120, Motijheel C/A, Dhaka-1000 Phone: +88029567265 (Ext.334) E-mail: <a href="mailto:takiyan@primebank.com.bd">takiyan@primebank.com.bd</a>	<b>M. Zulfiqar Hussain</b> CEO & Lead Consultant Grow n Excel House: 06, Road: 33, Gulashan-1, Dhaka Mobile: +8801707800150 E-mail: <a href="mailto:zulfiqar@grownexcel.com">zulfiqar@grownexcel.com</a>
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Md. Nazmuddin Hassan