

# DEWAN SAIFUDDIN AHAMMAD

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## **Employment History:**

**Total Year of Experience:** 12.6 Year(s)

### **1. Senior Manager/ Administration, HR and Operations (January 2, 2016 - Continuing)**

#### **ADDIE Soft Ltd.**

Company Location : Dhanmondi, Dhaka-1209

Department: HR & Administration

#### **Duties/Responsibilities:**

- Oversee all administrative and business operation
- Prepare and execute HR plan for the development of companies HR .
- Working for Local/ Foreign Funding
- Plan and participate Govt./ Private Tendering
- Look after the business Development and MKT. team
- Maintaining relation with stakeholders.
- Worked to certified by CMMI and ISO 9001:2015
- Working for local and foreign funding
- Ensure effective use of the office supplies and stationery.
- Foreign liaison and communication.
- Tracking project performance.
- Establish and implement a management system.
- Supervising all information and event management activities.
- Organizing recruitment, orientation, training and talent management.
- Prepare, update & implement HR Policy and Job description of employees.
- Employee performance appraisals.
- Liaison with various Ministry, Trade bodies, and other local authorities.

### **2. Administrator (December 1, 2011 - December 31, 2015)**

#### **Pledge Harbor International School**

Company Location : Mawna, Gazipur

#### **Duties/Responsibilities:**

- Controlled campus administration and operation.
- Managed facility and support services.
- Looked after the overall campus HR
- Maintained Full liaison with British Council
- Scheduled campus transport for staff and students.
- Purchased locally and order for supplies and confirmed timely delivery.
- Ensured campus security and safety.
- Communicated with parents, locals and local authorities.
- Arranged protocol for VIP guests.
- Directed support staff for their regular and special assignment.
- Monitored campus construction and development activities
- Supervised housekeeping and cleaning.
- Disbursed local staff monthly salary timely.
- Arranged Visa and security clearance for foreigners
- Prepared and circulated Newsletter and Year calendar.

### **3. Protocol Officer (March 15, 2010 - November 30, 2011)**

#### **High Commission of Sri Lanka**

Company Location : House: 4A Road: 113 Gulshan Model Town, Dhaka-12

#### **Duties/Responsibilities:**

- Liaise with the Ministry of Foreign Affairs and other departments of Govt. of Bangladesh (GOB) and local authorities on protocol and administrative matters.
- Attending Protocol duties for the VVIP, VIPs and Delegations, Acting as an Interpreter/Translator as and when needed.
- Arranging hotel reservations, ticketing and providing airport assistance for the visiting delegation and home based staffs of the Mission.
- Making repatriation arrangements for the apprehended persons in Bangladesh custody.
- Corresponding with Ministry of External Affairs, Colombo on behalf of Royal Bhutanese Embassy & the Embassy of Philippines in Bangladesh.
- Arrange and prepare documentation to attend SL Army/ Navy/ Air Force officers for different training courses in Bangladesh.
- Arrange and prepare documentation for payment of the trainee officers of SL Army/ Navy/ Air Force in Bangladesh.
- Manage, maintain, receive, screening, classified and filling incoming and outgoing mails related to protocol
- Screening newspapers and collect relevant news items for reporting to Colombo.
- Arrange and prepare documentation for packing/forwarding/ shipping and obtain clearances for removal of personal effects, motor vehicles, official shipments and weekly DPL Mail to/from Bangladesh.
- Act as Personal Secretary of H.E. the High Commissioner in absence of PA to High Commissioner.
- Obtaining Visas from other Missions for the Mission Staffs.
- Liaison with BTCL, WASA, DESCO, and TITAS Gas Co., for utility services.
- Arrange and prepare documentation for registration and insurance official vehicles through MFA and Special Registration Authority
- Arrange official's domestic and international travel including visas, airline bookings, accommodation and calculation of travel allowances.
- Responding to personal, telephone, email and written inquiries from others.
- Assist Minister Counsellor and Attaché in Administrative and other tasks.
- Look after the IT related matters of the mission and advise users for the best use.
- Performing other duties as and when assigned by H.E. the High Commissioner, Minister Counsellor, Attaché etc.

#### 4. **LIAISON OFFICER (January 1, 2008 - March 14, 2010)**

##### **Dhaka Expatriate Services Ltd.**

Company Location : 78/B Gulshan-1 Dhaka-1212

##### **Duties/Responsibilities:**

- \* Maintain liaison of DEXSERVE Ltd, Grace Trust & Grace Int. School with the Government of The People's Republic of Bangladesh (Home Ministry, BOI, SB, P&I Authority); Different Embassy (UK, USA, India, China, Korea, Myanmar).
- \* Maintain the Accounts of DEXSERVE & GRACE TRUST.
- \* Look after the INVENTORY & ASSETS of the Grace Trust.
- \* Prepare and coordinate the schedule of Work Permit, Visa, Security Clearance, Air Ticketing, Newspaper & Website advertising and other compliance related document.
- \* To keep records of employees' activities and maintain individual service file, database and information & Time to time reporting to the management.
- \* Coordinate with my boss and other people like SB, NSI to ensure all compliance procedures are up to date.
- \* Performing administrative errands like corresponding with the board members, different ministry and other scheduled office activities.
- \* Experience in procurement of Goods, Works and Services.
- \* Having a high level of accuracy & experience in visa processing, ticketing (International & domestic), working with high officials' govt. officers etc.
- \* Working under limited time period and consistently meet deadlines.

##### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Business Administration	East West University	CGPA:3.1 out of 4	2011	1 year	Highest waver obtained in 2009
Bachelor of Business Administration (BBA)	Business Administration	East West University	CGPA:3.12 out of 4	2007	4 Year	Obtained scholarship from East West University on the basis of B.B.A result.
HSC	Business studies	Dhaka Commerce College	First Division, Marks :64.25 %	2002	2 Year	Obtained scholarship from Bangladesh Bank based on H.S.C result.
SSC	Business studies	Monipur High School	First Division, Marks :66.36 %	2000	2 years	Obtained scholarship from Bangladesh Bank based on S.S.C result.

**Extra Curricular Activities:**

Regular Blood Donor of Red Crescent Society.

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

**Personal Details :**

Father's Name : Abdul Jabber Dewan  
Mother's Name : Forida Yiasmin  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshis  
Religion : Islam  
Current Location : Dhaka

**Reference (s):****Reference: 01**

Name : Chris Boyle  
Organization : International School Dhaka  
Designation : Principal  
Address : Dhaka  
Mobile : 01847277993  
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Relation : Professional

**Reference: 02**

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