

# MD. MEHDI AL SHAMIM



Village: Uttar Katia, Satkhira Sadar,  
Satkhira-9400



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**1.6 years of experienced in general Retail Banking,  
2 Years of experienced in HR & Admin Officer**



## Skills

Microsoft Office (MS Word, Excel, Power point, Internet, etc.)

Adobe Creative suits (Photoshop, In Design, After Effects, Dream weaver)



## Work History

**2019.10 -2020.02**

### HR Admin Officer

Laskar Group- Satkhira Sadar-9400

- Checking Call Center Reports
- Checking Daily Attendance book
- Input time for late comers
- Provide Short Leave token
- Checking who is not inside office without permission
- Documentation of leave application
- Create new documents like office order
- Make sure everyone knows about Office order
- Check who is doing personal business instead of office order
- Check who is doing personal business instead of official work
- Processing Training
- Any other task given by management

**2017.11 – 2019.06**

### Assistant Admin Officer

Lockpur Group- Katakhal, Fakirhat, Bagerhat

- Preparation of employee personal files and ensures proper maintenance of the same
- Prepare and maintain an archive of the personal folders
- Maintaining human resource database by recording joining, transfers,

terminations, changes in job

- Classifications, merit increases, tracking vacation and in leave
- Handle Employee Grievance & Inform Management as early as possible
- Prepare Office Order/Notice
- Any other responsibility assigned by the Management

**2016.06 - 2017.10**

**Trainee Sales Officer**

IFIC Bank LTD.- Satkhira Sadar -9400

- Retail Banking
- Account Opening
- Visa Card Opening
- DPS, MIS & FDR Opening
- Marketing and Sales



## Education

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**2016-05 – 2017-05**

**MBA- HRM (Master of Business Administration)**

University : North Western University, Khulna

CGPA : 3.25/B+ (In a 4 scale)

Passing Year : 2017

**2010-05- 2015-06**

**BBA-Marketing (Bachelor of Business Administration)**

University : National University

CGPA : 2.81/B- (In a 4 scale)

Passing Year : 2015

**2007-02- 2009-05**

**HSC-Science (Higher Secondary Certificate)**

Institute : Satkhira Govt. Collage, Satkhira

CGPA : 3.50/A- (In a 5 scale)

Passing Year : 2009

**2005-01- 2007-02**

**SSC-Science (Secondary School certificate)**

Institute : Satkhira Govt. High School, Satkhira

CGPA : 4.25/A (In a 5 scale)

Passing Year : 2007



## Certifications/Courses

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**2018-03**

7 days in-house training on Labor Law Training, Lockpur Gorup

**2019-07**

7 days in-house training Labor Law Training, Lockpur Gorup



## Reference

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**Signature**