

## MD. MOSTAFIZUR RAHMAN

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### **Career Objective:**

To be a part of the winning team in an equal opportunity employer environment to utilize my academic and professional experiences as well as to expose the creativity and skill with greater responsibilities.

### **Employment History:**

**Total Year of Experience :** 10 Year(s)

#### **1. Sr.Executive ( December 21, 2014 - Continuing)**

##### **RAK Ceramics (Bangladesh) Ltd**

Company Location : RAK Tower.Plot-1/A.Jashimuddin Avenue.Sector-3.Uttara Model Town.Dhaka-1230.

Department: Hr & Admin

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

- a) To assist the Head of HR & Admin / superior authority for establishing, developing, implementing and maintaining the management system of the company.
- b) Working as a core user in SAP.
- c) To manage and monitor the all sorts of inter departmental related problem.
- d) To maintain the daily attendance sheet.
- e) To maintain the employee personal file, keeping soft & manual leave records and electronics data of the employees.
- f) To prepare the Final Settlement process.
- g) To give support and information on office related matters as and when required to the superior authorities.
- h) To maintain human resource information system for succession planning.
- i) Manage proper manpower, induction of new employees & conduct exit interview.
- j) To take interview with Tiles/SWD Production manager.
- k) Maintain various letter like accidental leave, return from long term absent, inter department change etc.
- l) Official correspondence like writing letter, memo, mail/email, preparing meeting agenda, minutes, attendance etc.
- m) Follow Up on labor code, Compensation & Benefit issues, compliance related issues etc.
- n) Receive official guests & arrange their accommodation & food.
- o) Monitor and ensure proper utilization of office furniture, stationery, utility services and fixtures.
- p) Ensure proper HRD software application.
- q) Look after cleanliness, safety and information security issues.
- r) Monitor and ensure the smooth operation of transport department
- s) Liaison with various outside agencies/Govt. departments for PR activities..
- t) Keep the record of all vehicles movement chart & issuing the fuel consumption & factory fuel report.
- u) Look after employee canteen & Accommodation also.
- v) Receiving official guests and arrange their accommodation and food
- w) Fully responsible for Service oriented job like, Housekeeping, Office Maintenance, Official vehicle service etc.

2. **Officer ( September 12, 2011 - December 20, 2014)**

**Youngone Hi-Tech Sports Wear Industry Ltd**

Company Location : DEPZ, Savar, Dhaka

Department: HRD

**Duties/Responsibilities:**

1. Employee recruitment
2. Floor Visit (Counseling to Workers)
3. Daily Absenteeism Report
4. Personal file update & Service book prepared
5. Leave Entry
6. Attendance Cheeking
7. Overtime Cheeking
8. Final Bill Prepare
9. Payroll Preparation Sheet Prepare
10. Monthly Payment to Workers
11. Advisory Letter Issue to Workers
12. Yearly Employee Attendance Report

3. **Officer ( May 9, 2010 - September 10, 2011)**

**Nitol Motors Ltd.**

Company Location : Nitol Center, Wireless Gate, 71, Mohakhali, Dhaka

Department: Customer Care

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MSS	Social Science	Rajshahi University	Second Class, Marks :55%	2008	2007-2008
BSS	Social Science	Rajshahi University	Second Class, Marks :52%	2007	2004-2007
PGD	HRM	BIHRM	CGPA:3.61 out of 4	2015	9 month
HSC	Humanities	Govt. Azizul Haque College, Bogra	Second Division, Marks :51%	2002	-
SSC	Humanities	Topoban High School, Pabna	Second Division, Marks :56%	2000	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Field Work	Health Education	Civil Surgeon, Hatem Khan, Rajshahi	Bangladesh		2007	60 days

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Preferred Job Category : General Management/Admin, HR/Org. Development  
Preferred District : Anywhere in Bangladesh.

Preferred Organization Types : Banks, Telecommunication, Advertising Agency, Govt./ Semi Govt./ Autonomous body, NGO, Development Agency, Multinational Companies, Public Relation Companies, Call Center

### **Specialization:**

1. Meticulous Analytical Ability & Decision Making. 2. Ability to Work Independently Under Pressure and Fully Computerized Environment.

### **Extra Curricular Activities:**

1. Member of SWS (Social Work Samette, Rajshahi University).
2. Member of Sawjon (Blood donating organization).
3. Member of MAGI (Man Against Gender Inequality).
4. Organized SARC Tour Program for the students of Social Work.

### **Language Proficiency:**

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

### **Personal Details :**

Father's Name : Md. Abdul Gafur  
Mother's Name : Mrs. Mina Begum  
Date of Birth : October 5, 1985  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Bidyutnagar, Bogura Sadar, Bogura 5800  
Current Location : Gazipur

### **Reference (s):**

#### **Reference: 01**

Name : Md. Khaledul Amin  
Organization : RAK Ceramics BD Limited  
Designation : Manager HR & Admin  
Address : RAK Tower, Jashimuddin Avenue, Sector-3, Uttara Model Town, Dhaka-1230  
Phone (Off.) :  
Phone (Res.) :  
Mobile : +8801798145094  
E-Mail :  
Relation : Professional

#### **Reference: 02**

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Professional