

Resume of Tonmoy Hossain

Tonmoy Hossain

150/1, Shantikunjo, Ground Floor, Mogahazir Goli,
Shantibagh, Dhaka-1217.
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CAREER OBJECTIVES

To obtain a standard job in any well-known organization where I can apply my technical, creative skills and competency so that I can increase my knowledge and ability.

EXPERIENCE

Nipro JMI Company limited: Joining: 6 October 2018

Designation: Executive – HR & Admin

Responsibility:

1. Associate of recruitment process by CV sorting, checking educational background.
2. Assisting in payroll activities though distributing salary, calculating salary, making salary sheet (hand cash)
3. Calculating overtime by using ERP (Enterprise Resource Planning) software.
4. Check and record daily attendance by using ERP (Enterprise Resource Planning) software.
5. Doing day to day administrative procedure.
6. Training and orientation to the new worker
7. Maintaining and monitoring fire and safety issue

ACADEMIC QUALIFICATION

Name of Degree	Subject/ Group	Board / University	Passing Year	GPA/Class
M.B.A	Human Resource Management	Jagannath University	2017	3.50
B.B.A.	Management studies	Jagannath University	2016	3.33
HSC	Business studies	Abaipur Jamuna Shikder College	2012	5.00
SSC	Business studies	Abaipur Ram Sundar High School	2010	4.94

INTERNSHIP

Topic	Institute	Location	Year	Duration
General banking sector	Janata Bank Ltd	Dhaka	2016	3 months

EXTRA CARRICULAM ACTIVITIES

- I with my classmate arranged a seminar on “Career Planning”
- I attended a seminar on “Microsoft Xcel”

LANGUAGE AND PROFESSIONAL SKILLS

Language:

Mother tongue – Bangla, fluent in English and full working knowledge in both Bangla And English

Other skill:

- communicate with people easily
- Manpower handling
- negotiate with people
- manage in difficult situation
- work with team
- work in difficult situation

Computer Skill:

- Microsoft Excel (Advance level)
- Microsoft Word
- Microsoft PowerPoint

HOBBIES AND INTERESTS

- Attending Seminars
- Watching movie
- Reading book
- Traveling

PERSONAL INFORMATION

Full Name : Tonmoy Hossain
Father's Name : Mohammad Ali Mridha
Mother's Name : Sahida Khatun
Mailing Address : tonmoy.mridha@gmail.com
Permanent Address : Village: Kripalpur; Post Office: Kumiradah;
Upazila: Shailkupa; District: Jhenaidah
Date of Birth : 15th July, 1994
Nationality : Bangladeshi

Marital Status : Unmarried
Religion : Islam

REFERENCES

Full Name : Mohammad Rafiqul Islam
Organization : International Rice Research
Institution
Designation : Scientist
Mobile : +8801720654497
E-Mail : mr.islam@irri.org
Relation : Uncle

Full Name : Md Mizanur Rahman
Organization : Dept. of Management
studies, Jagannath
University, dhaka
Designation : Associate professor
Mobile : +8801711163223
E-Mail : mizan223@yahoo.com
Relation : Academic