

Inzamamul Islam

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Secure a responsible position in the HR department, sharing my 3 years of experience in end-to-end recruitment, performance management and employee engagement framework, along with interpersonal skills and an ability to work with large manpower.



Experience

5th February, 2018 to continuing

Executive, HR & Admin The Merchants Ltd

- Maintain & update staff attendance, roaster and leave records in HRIS system
- Maintaining documentation in personal file of every staff & worker
- Arrange training for the employees & workers on regular basis.
- Preparing monthly report on leave status, HR issues, payroll etc.
- Assist in development, implementation and modification of HR policies & procedures.
- Assist in recruitment process
- Assist & coordinate with departmental heads in staff performance evaluation
- Create & conduct all the payroll activities of both head office and factory.
- Other tasks assigned by the management

Education

Master of Business Administration

Institution	East West University
Major	Human Resource Management
Passing Year	2021

Bachelor of Business Administration

Institution	Independent University, Bangladesh
Major	Human Resource Management
CGPA	2.25

Skills

- Payroll management
- Partner & vendor management
- Leadership
- Ability to motivate staff
- Resistance to stress
- Training & development
- Proficiency in Microsoft Excel
- Large manpower handling

Field of Interest

- Recruitment & selection
- Payroll management
- Training & development

Hobbies

- Football
- Travelling
- Watching movies

Reference

Meer Murad

Controller of Finance & Admin
The Merchants Ltd.

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