




Abu Noman

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 **281-B/3 North
Shahjahanpur, Khilgaon,
Dhaka 1217**

Personal Information

Father's Name
Abul Kalam

Mother's Name
Nasima Akter

Gender
Male

Date of Birth
11/29/1992

Nationality
Bangladeshi

National Id No
5547351840

Permanent Address
**350, North Goran, Khilgaon,
Dhaka 1219**

Career Objectives

To excel my career through smart work, determination & will have achieved the goal set through continuous learning and create individual identity.

Experience (4.5 Years)

Sr. Executive - HR & Admin

Experience: **February 3rd 2019 to be Continuing**

Company: **Asian Holdings Limited**

**(Kawasaki Bangladesh, Continental Motors &
Continental Works Limited)**

Duties/Responsibilities:

HR Functions:

- > Direct & control overall daily operations of the HR department.
- > Develop, practice, monitor and evaluate of HR policy in the organization.
- > Designing Job analysis and Job description based on recruitment requisition.
- > Assess training needs and coordinate learning and development initiatives for all employees.
- > Payroll Management through using ERP software.
- > Performance Management (KPI) and Improvement Systems.
- > Implement effective sourcing, CV screening, CV sorting and interviewing techniques.
- > Provide HRIS support to employee's in various HR related topics such as leaves, attendance & compensation etc.
- > Dealing with any performance or grievance issues in a legally compliant and resolve issues and problems with professional way.
- > Maintain Employee safety, welfare, healthy and fun work environment to ensure a level of comfort among the employees.
- > Oversees the employee exit process.

Admin Functions:

- > Follow up Admin policies, practices and maintain implementation of office administrative procedures for all employees.
- > Prepare all employee's data & file documentation for the management.
- > Maintain petty cash and prepare yearly office expenses budget and ensuring all levels of logistic support.
- > Maintain all office stationary requisitions & procurement requirements of office supply.
- > Supervise office equipment such as AC, Generator & other electric assets.
- > To arrange different types of event, meetings and seminar etc.
- > E-mail correspondence & issue different types of letter.
- > Using VTS for transport management.
- > Responsible to update office vehicle documents.
- > Overlooking Store management & Vendor management.
- > Any other activities assigned by the management from time to time.

Skills

- Bangladesh Labour Law 2006, Labour Rules 2015, Amendment 2013 & 2018.
- ILO, BSCI, WRAP, SA8000 etc.
- Human Resources & Developments.
- Administration
- HRIS/ HR Database Management.
- MS Word/ Excel/ PowerPoint/ OneNote.



Training Summary

- Internship
- United Commercial Bank
- Duration: 3 months



Special Qualifications

- Good command over English & Bengali both.
- Strategic Management.
- Team Work & Leading.
- Tactical Planning.



Career Applications

Looking For: **Mid- Level Job**
Available For: **Full Time**

Executive (Admin & Visa Assistance)

Experience: **September 1st 2016 to October 31st 2018**

Company: **Farrer Park Hospital Singapore (Dhaka Office)**

Duties/Responsibilities:

- * To develop, upgrade and implement Admin policies.
- * Follow up Disciplinary action & conduct departmental inquiry & grievance.
- * Prepare regular administrative and procurement reports.
- * Daily correspondence with Singapore Embassy.
- * Follow up expenditures like staff & workers salary & wages, overtime allowance.
- * Monitor and control support staffs daily operation, logistic management and all other disciplinary functions of the company.
- * Prepare travel, accommodations, and logistics for staffs and foreign visitors.
- * To arrange & maintenance of vehicles including registration, insurance, and fitness.
- * To keep a record & ensure timely verification and submission of bills of office expenses
- * Follow up the operation of Office equipment's, ensure the maintenance accordingly.
- * Maintain proper documentation of all employees.
- * To update the client's all documents & VISA Processing.
- * E-mail correspondence with Singapore HQ.
- * To organize different types of event and public seminar.
- * Process documentation and prepare reports relating to personnel activities.
- * Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- * Vendor Management.

Jr. Executive (HR & Administration)

Experience: **June 6th 2015 to August 30st 2016**

Company: **Prime Empire Limited**

Duties/Responsibilities:

- Tactical strategy planning to prepare the job vacancy announcement on behalf of company.
- Develop HR plans, policies and guidelines, and ensure that they are compiled by all supervisors and employees.
- Employee data and office documentation enlisting.
- Responsible for overseeing all HR & Admin functions of the Company.
- Monitor and control support staffs daily operation, logistic management and all other disciplinary functions of the company.
- Follow up the employee and provide proper information and best support.
- To prepare employee's leave and attendance reports.
- To issue different types of business letter.
- To give customer service & fulfill client requirement.
- Sales & Receiving Input & Correction.
- Fixing appointments, property viewing & deal contracts.
- E-mail correspondence & prepare Documentation, Report & Presentation.
- To arrange Meetings, Seminar & Conferences.



Reference

S. M Safat Ishtiaq

Relation: **Professional**

Designation: **Manager**

Org: **Asian Motorbikes Ltd**

Mobile No: **01618-636363**

Abu Saleh MD. Sowad

Relation: **Relative**

Designation: **Manager**

Org: **Deshbondhu Group**

Mobile No: **01313-472286**



Educational Qualification

Post Graduate Diploma (PGD)

Institute: **Bangladesh Institute of Management Studies**

Pass Year: **2020**

Concentration/Major: **Human Resource Management**

Result: **Passed**

Master of Business Administration (MBA)

Institute: **Eastern University**

Pass Year: **2017**

Concentration/Major: **Human Resource Management**

Result: **CGPA 3.19 (Out of 4)**

Bachelor of Business Administration (BBA)

Institute: **Eastern University**

Pass Year: **2015**

Concentration/Major: **Marketing**

Result: **CGPA 2.89 (Out of 4)**

Higher School Certificate (HSC)

Institute: **National Ideal College**

Pass Year: **2009**

Concentration/Major: **Business Studies**

Result: **CGPA 4.40 (Out of 5)**

Secondary School Certificate (SSC)

Institute: **Motijheel Model High School & College**

Pass Year: **2007**

Concentration/Major: **Science**

Result: **CGPA 4.19 (Out of 5)**

“Thank You”