

FEROSE AL MAMUN RONY

Address: 79/1 Amtola, Ashkona, Dakshinkhan, -1230, Uttara Model Town, Uttara, Dhaka 1230
Mobile No: 01676544086
e-mail : firozalmamunrony@gmail.com



Career Objective:

Looking to obtain a human resource specialist position in a fast paced environment to utilize my exceptional multitasking and administrative skills in the effective management of company resources.

Career Summary:

Aiming at the employment where hard work. Strong sense of responsibility self-motivation, willingness for public dealing and career building job in any field of development, work under pressure, research and planning management and administration. Experienced HR professional with reputed Group of Company, RMG sector with specific concentration in HR, Recruitment & Selection, Compensation & Benefit, HRIS management, Employee relation, Training & Development, Performance Management, and HR Operations.

Employment History:

Total Year of Experience : 3.8 Year(s)

1. HR Officer (June 15, 2019 - Continuing)

Ha Meem Group

Company Location: Ashulia

Department: Human Resource Department

Duties/Responsibilities:

1. Recruitment & Selection Process
2. Coordination and conduct orientation training for new joiners for understanding the organization and its functions.
3. Settlement in Job Separation Resign, Dismissal, Removal, Termination, Retrenchment, Retirement, Earn leaves encashment, Compensation & Benefits,
4. Leave management,
5. Employee Relations,

6. Maintain HR information system HRIS.
7. Disciplinary procedure & Misconduct,
8. Controlling Manpower,
9. Handling grievance & Misconduct issues,
10. Implement HR Policy and Procedures,
11. Supervise Human Resources Internees, assign tasks and monitor work progress to meet deadlines,
12. Administrative.

2. **Employee Relationship Officer (June 1, 2017 - March 31, 2018)**

Lincoln University College Malaysia

Company Location : Selangor, Malaysia.

Department: Event planing

Duties/Responsibilities:

1. Organize Event,
2. Control Manpower.
- 3.Coordinate the recruitment process.
4. Issuing ID Card & Confirmation letter,
5. Employee Relations.

3. **Development Business Manager (February 1, 2016 - May 31, 2017)**

Teakita shaanteak sdn bhd

Company Location : Sha-Alam Malaysia

Department: Human Resource

Duties/Responsibilities:

1. Administration
2. Issuing Appointment letter, ID Card & Confirmation letter,
3. Employee Relations,

4. **Supervisor (June 10, 2015 - January 31, 2016)**

Ny Steak Shack Malaysia

Company Location : Mid velly And Subang Jaya Malaysia

Duties/Responsibilities:

1. Administration.
2. Customer satisfaction.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Pas.Year
Masters of Business Administration (MBA)	Human Resource Management	Jahangirnagar University	Enrolled
Bachelor of Business Administration (BBA)	Human Resource Management	Lincoln University College, Malaysia. [Foreign Institute]	2018
HSC	Business Studies	BAF Shaheen College, Dhaka.	2013
SSC	Business Studies	Uttara High School & College, Dhaka.	2011

Bdiobs-AMCAT Employability Certificates

Test Name	Test Date
Business Administration (English, Human Resources, Logical Ability, Operations, Personality, Quantitative Ability)	May 29, 2020

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 22000
Expected Salary	: Tk. 30000
Preferred Job Category	: General Management/Admin, HR/Org. Development
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Australia, Malaysia, Singapore, United Kingdom
Preferred Organization Types	: Logistic/Courier/Air Express Companies, Multinational Companies, Embassies/Foreign Consulate, Overseas Companies, Group of Companies

Specialization:**Fields of Specialization**

- B.Com./ Bachelors
- MS Word/ Excel/ PowerPoint/ OneNote
- Administrative/ Executive
- Event/ Campaign Coordination
- Training & Development
- Telecommunication
- Human Resource Management
- labour Law 2006
- Factory HR Administration
- Human Resources & Development
- International Labour Standards

Extra Curricular Activities:

Volleyball, Cricket.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
International Labour Standards	Strengthening Social Dialogue Training on Bangladesh Labour Act and International Labour Standards	ILO+BGMEA+CEBAI+GAP+Bang. Gov.+BKMEA.....all together	Bangladesh	The Westin Dhaka.	2020	2 Days
Fire Prevention, Safety, Rescue	Fire Prevention, Safety, Rescue	Bangladesh Fire Service and Civil Defense	Bangladesh	Ha-Meem Group	2019	2 Day
Training on First Aid, CPR, STD, HIV & AIDS	First Aid, CPR, STD, HIV & AIDS	TISWL-04B, HA-Meem	Bangladesh	Ha-Meem Group	2019	1 Day
Career Success Program	How to success in career, how to success in job, how to be successful life.	Lincoln University	Malaysia	Lincoln University College, Malaysia.	2015	15 days
Computer Office Program	Ms Word, Ms Excel, Power Point, Bijoy Bangla Type, etc.	LC Computer Zone	Bangladesh	Airport, Dhaka	2011	4 month

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Malay	Medium	Low	Medium
Hindi	Low	Low	High

Personal Details :

Father's Name : MD. Abdur Rahman Khan
Mother's Name : MST. Ferdousy Rahman
Date of Birth : September 13, 1996
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 9135617612
Religion : Islam
Permanent Address : Pakutia, Nagarpur, Nagarpur, Tangail 1936
Current Location : Dhaka

Reference (s):**Reference: 01**

Name : Shopon Kumar Guhu Mazomdar
Organization : Ha-Meem Group
Designation : General Manager-Group (HR)
Address : TML Building. 387, Tejgaon I/A Dhaka-1208
Mobile : 01718798845
E-Mail : promit.skgm@gmail.com
Relation : Professional

Reference: 02

S M Zakaria
Ha-Meem Group
Head Of HR (Ashulia Zone)
147,148 Norshinhopur, Asulia.
01787663166
zakariahr@hameemgroup.com
Professional