

# CURRICULUM VITAE OF

## MD. NOWSHER ALAM

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### Career Objective:

To work in the corporate sector of different private or public organizations of Bangladesh, in its Human Resource and Administration Department, and grow rapidly with increasing responsibilities.

### Personal Details:

Date of Birth:	December 20, 1996
Nationality:	Bangladeshi by Birth
Marital Status:	Single

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### Experience:

Designation: Trainee Executive

Name of Company: Pharmasia Ltd. (A SONY RANGS Enterprise)

Department: Human Resource & Administration

Reporting to: Senior Executive and Head of Department

Time: June 2019 to August 2020

Location: Sonartori Tower (10th floor), 12 Sonargaon Road, Dhaka-1000

Company Description: Pharmasia Limited is one of the fastest-growing pharmaceutical companies of Bangladesh. It is one of the esteemed sister concerns of SONY-RANGS GROUP that started from 2008.

### Work Responsibilities:

- Develop, integrate and lead day-to-day HR & Admin support efficiently and effectively by proper implementation of latest HR & Admin tools and methodologies.
- Employees personal file auditing, personal file monitoring and maintenance, personal file processing for new employees in every month. New employee's ID making, ID posting, salary posting, and prepare the employees joining report.
- CV screening, Interview monitoring and communicating (written tests, viva).
- Office pool car management, Responsible for office motorcycle issue and management.
- Look after overall transport management.
- Proper documentation of office assets and vehicle.
- Procure budget all maintenance, cleaning and office stationery, Stationary distribution, and stationary maintenance. Look after office general administration. (Store, cleaning, maintenance, etc.)
- Administer worker's compensation & benefits as appropriate and recommend the introduction of new benefits as and when required.
- Daily attendance monitoring and leave posting, Record keeping. (Employees documents, information, contact, etc.)
- To monitor the office security issue. (CCTV, Gate pass, Delivery challan, Access control, etc.)
- Proper management of office canteen. To ensure a healthy workplace (meals, environment, hygiene).
- To ensure general logistic support for cleaner, cook, peon for work related items.
- To ensure office utility bills.

- To identify the employees (sales) active and inactive security cheque, to identify of all inactive employees of the organization end of every month.
- To ensure incoming & outgoing letters, currier, mails, and documents through the front desk executive.
- Developing proper systems for maintaining and monitoring of appropriate disciplinary action procedure among the stuff.
- To prepare various reports (Weekly, Monthly, and Yearly).
- Yearly performance appraisal and yearly increment letter distribution for all employees. Such as: factory, head office sales and distribution.
- E-mail check with quick response, phone call receiving, using software (HRIS). Such as: ERP, SAP, Excel, MS Word, PowerPoint.

#### **Achievements:**

- Got Certificate from HR & Administration department of Pharmasia Ltd.
- To achieve valuable knowledge and experience of HR & Admin.
- Got willingness to work in the HR & Administration Department.
- Working with one thousand random previous personal files. Then I was identify active and inactive employees and their other information. Such as: all of documents, security documents, joining date, resigning date, their job history, etc.
- I can find out every personal file within a few minutes from the huge number of personal file. Such as: factory, head office, sales, and distribution.
- Effective tasks management.

#### **Education Background:**

EXAM	BOARD	INSTITUTION	GROUP	YEAR	RESULT
Grad.	Dhaka	Daffodil International University	BBA in HRM	2020	CGPA 2.96
H.S.C.	Comilla	Hajigong Model College	Commerce	2014	GPA 4.60 (A)
S.S.C	Comilla	Suapara G.K High School	Commerce	2012	GPA 3.06 (B)

#### **Training:**

Training Title	Subject	Institute	Time
HRIS Software Training (ERP, SAP, Excel, etc.)	How to create Id for employees? How to create new profiles for employees? HR database management, Employee's Attendance, Leave posting/Leave status, Stock management, Employee joining, To create employee joining report, To identify employee's current grade, Employee's personal information, Salary posting, Employees working location posting, etc.	Trainer: Mohammad Asaduzzaman Sr. Executive, HR & Admin of Pharmasia Ltd.	November 2019 to December 2019 (30 <sup>th</sup> days)

**Language and Professional Skills:**

- Language: Fluent in Bangla and full working knowledge in English.
- Field of expertise: Executive, Human Resource and Administration Department.
- Computer skills: MS word, Excel, PowerPoint, ERP and SAP.

**Soft Skills:**

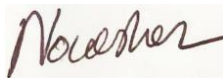
- Communication: Written and verbal communication to create a positive image, to building relationships, to negotiate easily, and to manage the people.
- Team player: Flexible, active listener, always ready to help, ready to learn, reliable and responsible.
- Adaptability: To adapt with new technologies, challenges, environment and difficult situations.
- Problem solving: Take action to create more solution.
- Critical thinking: To bring new ideas and to think about the positives and negatives of every ideas by learning.
- Analytical: Open-minded, ability to analyze things first.
- Proper time management.

**References:**

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I certify that the statements made above are correct.



Md. Nowsher Alam