

MD. NUREALOM SIDDIQEE

House: 726/4, Road: 10, Baitul Aman Housing Society, Adabor, Dhaka-1207

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CARRIER OBJECTIVE

To make a positive contribution as part of a dynamic and well-reputed organization. Where my passion for support human resource affairs, in addition to my administrative skills and the ability to confront and overcome new challenges, will be put to use in achieving a smooth operation for the company.

EXPERIENCE

1. Officer-HR, Admin & GR, Omera Petroleum Ltd.(A Subsidiary of MJL Bangladesh)
Job Location: Ghorashal Plant, (17th February 2020 – Continue).

Job responsibility

- Ensure on-time recruitment of workers and supervisors at the plant for smooth plant operation.
 - Implement all HR, Admin policies, and other standards on the production floor to stay safe, more productive, and compliant.
 - Assist Head Office HR in the timely performance appraisal process.
 - Preparing Monthly Attendance Sheet, Overtime, Holiday Bill, and Employee Leave Management.
 - Provide full admin support to the team and department, Co-Ordinate, and execute Regular administrative Activities.
 - Supervising the office Vehicles (Insurance, fitness, fuel/CNG, and logbook).
 - Maintain office canteen, Keep records daily expenses and Gas consumption of Canteen for cooking.
 - Purchase of office stationery, cleaning items, equipment's as per requirement, and Ensures accountability of regular usage.
 - Preparing Monthly budget and Maintain petty cash of the plant.
 - Manage and prepare various Administrative letters, memo, note, Couriers distribution, etc.
 - Administers the benefits program for employees in the plant.
 - Resolving minor employee issues and conflict resolution.
 - Ensure the safety and security of the people and resources at the plant and evaluate for improvement.
 - Update regularity document like Factory Trade License, Fire License, Labor License, Environment clearance certificate, Holding Tax, etc.
 - Liaise with Govt and non-govt agencies like environment office, Police station, fire and civil department, DIFE, local clinic/hospitals, local influencers, etc. to maintain the work environment.
- 2. Executive-Admin, Khan Bahadur Group**
(3rd March 2018 – 16th February 2020)
- 3. Jr. Executive, Ranks Petroleum Limited (Rangs Group)**
(10th January 2016 – 31st May 2017)

EDUCATION

Exam Name	Passing Year	Institution	Concentrate	Result (GPA)
MBA	2020	Jagannath University, Dhaka	HRM	Appeared
BBA	2014	World University of Bangladesh	Finance	3.73 (4.00)
H.S.C	2007	Lions School and College, Rangpur	Science	3.00 (5.00)
S.S.C	2005	Mominpur High School, Rangpur	Science	3.19 (5.00)

PROFESSIONAL STRENGTH

- Knowledge of imparting HR support
- Leadership Quality.
- Communication, Negotiation & Facilitation.
- Problem Solving & Decision Making.
- Administration

COMMUNICATION SKILL

- Bengali (Reading, Writing, Speaking)
- English (Reading, Writing, Speaking)

IT SKILL

- Skilled in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.
- Internet Browsing, E-mail management and good command at Social Media.

PERSONAL INFORMATION

Father Name : Md. Mofazzol Hossain
Mother Name : Late. Sahera Begum
Permanent Address : Village- South Mominpur, Rangpur Sador, Rangpur-5400
Date of Birth : 22 June 1990
Blood Group : O+

REFERENCES

Md. Khalesur Rahman Senior Manager (Plant) Omera Petroleum Limited Ghorashal, Polash, Narshindhi Mobile: +8801730-096073 Email: khalesur.rahman@omeralpg.com	Md. Mostofa Kamal DGM- Industrial Sales Ranks Petroleum Ltd. 439/3 Tejgaon I/A, 1208 Dhaka Mobile: 01787-672193 Email: mostofa.kamal@shellbd.com.bd
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I do hereby declare that all above information are true and correct.



Md.Nurealom Siddiquee