

Md Ziaul Islam

461/2 Khilgaon Tilpapara, Dhaka

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Career Objective:

To build myself as a successful HR Manager in the area of Local & International organizations.

Work Experience:

Assistant Manager (Operation), Flight Expert; February'18 – Continuing

- Working with various travel agencies, suppliers and Airlines
- Managing clients and agencies in critical situations
- Maintaining the work structure by updating job requirements and job descriptions for all positions
- Establishing and conducting recruitment session
- Preparing training module and executing
- Employee onboarding, development and training
- Planning, organizing and team lead

HR Executive, UV Network Ltd; October'16 - November'17

- Worked with the CEO of the company to establish effective HRIS and strategic HR initiatives
- Prepared job description and recruit people
- Assisted in specific project work as directed by the CEO
- Accomplished company goals under pressure with team member

Educational History:

Bachelor of Business Administration

North South University, (Spring-2017)

Major in-

- Human Resource Management

Higher Secondary Certificate (2011)

Business Studies

Cambrian College, Dhaka

Secondary School Certificate (2009)

Business Studies

Ideal School and College, Motijheel, Dhaka-1000.

Leadership Experience:

The Base Camp Bangladesh; February'18

Trainer

- Conducted various group activities to clients with limited resource
- Provided superior services to the guests & clients, answered their queries and resolved the complaints

Thousand Miles Expeditions- Dhaka Challenge; October'17

Lead Volunteer (Transportation)

- Directly assisted the coordinator to make the event successful
- Led 90 volunteers to cover the challenging route within a short time

Reference:

- **AKM Sadat Hossen**
Chief Operation Officer
Flight Expert
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