

KBD ARAFAT ADNAN RAHMAN

HR-Admin

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PROFESSIONAL PROFILE

When engaged in HR-Admin professional work, one should deliver his best ability. Any assignment by the management he has to do within the deadlines.

In my professional career, I've carried out versatile works assigned by my HOD and top management which I believe improved my team management and professional working skills. I am an ambitious and optimistic person and have a strong convincing power. I find that my pro-active attitude, working under pressure, overcome challenges like grievances, convincing other, handling local stakeholders and completing tasks in time preferably are my strengths and my collaborative nature in teamwork is one of my strongest attributes and my weakness is I tend to be overly critical of myself. Throughout my professional journey, I've always accepted challenges and kept a positive attitude regarding my job.

CORE SKILLS

- | | | |
|--------------------------|------------------------------------|-----------------------------------|
| • HR Database Management | • Search Engine Optimization (SEO) | • Transport Management |
| • ERP Software | • Microsoft Office | • Internal Audit |
| • HR and Training | • Digital Marketing | • Waste Management |
| • General HR-Admin | • Presentation Preparation | • Environmental Impact Assessment |

CAREER SUMMARY

❖ **HR-Admin Sr. Officer** (July,2017- December,2019)

Keya Cosmetics Ltd, Gazipur, Dhaka

Outline

Acting as a HR-Admin Sr. Officer, I've maintained all types of company and employee related information; monitored security and safety checking issues including civil, fire and electrical issues with help of correspondent departments and assisted my HOD in factory related compliance.

Key Responsibilities

- Prepare and organize personal files of the employees and keep them updated
- Prepare all kinds of office notice, show cause and other official letters
- Follow up Security, Fire and Civil section's work
- Prepare papers for External Audit like SEDEX, ISO:9001:2015 and also fill the CAP's with the help of related departments
- Prepare job description (JD) of employees with respective department.
- Update internal databases, attendance & leave management.
- Monitor waste management by applying suitable waste management system
- Co-Ordinate with the payroll team, WPC work and cleaning operation teams
- Monitor and work on all kinds of Transport papers like (T/T, F/T, R/P, I/S)

Key Achievements

- Doubled the benefits from wastages per month by waste recycling and also increasing the waste selling price by 10% and quantity as well.
- Established the ETI base code policy

❖ **Training Coordinator** (March, 2020 – Continue)

Flow Digital Limited

Govt. ESDP (BIDA) Project

(Prime Minister's Office)

P.D.- AKM Hafizzuddin Khan

Outline

Acting as a Training Coordinator, I've to maintain all possible communications with the resource persons and with the govt. training coordinator to arrange schedule for training sessions all over the Bangladesh in order to conduct a successful training program and also help the resource persons by providing proper information regarding the training program.

Key Responsibilities

- Maintain communication with the resource persons and Govt. training co-ordinator.
- Provide notes/information on training seasons.
- Report preparation
- Tracking and maintaining all kinds of training records
- Preparing and monitoring training shedule
- Maintain payroll work.

Achievement

- Established and maintained a well developed formet for arranging and managing a timely training shedule.

ACADEMIC QUALIFICATIONS

Exam Title	Major	Institute	Result	Passing Year
B.Sc.Ag.Engg (Hons.)	Agro-Technology & Environmental Science	Bangladesh Agricultural University	2.38 (out of 4)	2015
HSC	Science	Muktagacha College, Muktagacha	4.6 (out of 5)	2007
SSC	Science	Nabarun Biddya Nikaton, Muktagacha	5.00 (out of 5)	2005

PROFESSIONAL QUALIFICATIONS

Certification	Institute	From	To
Anti-Harassment Committee & Grievance Handling System	Sustainable Management System Inc	May 17, 2020	May 18, 2020
Understanding of universal Declaration of Human Rights	Sustainable Management System Inc	May 10, 2020	May 11, 2020
Industrial Green House Gas Emission and Calculation	Sustainable Management System Inc	May 8, 2020	May 9, 2020
KPI: Individual Performance to Make Organization Great	Thriving Skills	Jan 22 2021	Jan 22 2021

TRAINING SUMMARY

Training Title	Institute	Batch	Year	Duration
Quantum Graduation Course	Quantum Foundation, Dhaka	450	2018	4 days

ON-GOING COURSES

- LLB(S-1, Mymensingh Law College)
- PGDHRM(1st Semester) BIM
- Artificial Intelligence (HR management)
- Company Budget Analysis
- Labor Rules 2015 vs. Labor Law 2006

PERSONAL DETAILS

Father's Name : Md Habibur Rahman
Mother's Name : Ashrafun Nahar
Date of Birth : November 22, 1989
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 6126505819130

REFERENCE

Name : Mahbubul Haque Nayem
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