



MD Nezharul Islam

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Objective and Resume Summary:

To work in a dynamic, modern and a target intensive challenging environment and to be efficient, creative, responsible and coordinating figure in any Industry/Organization and to develop diligence, professionalism and competing capacity.

Latest Duties & Responsibilities Performed:

- To assist departmental head to implement the company policy and management directions to run factory.
- To assist departmental head to prepare following administrative works and functions by subordinates and self
- Maintain daily attendance
- Preparing the summary of absenteeism
- Manage employee leave related issues including leave book & service book.
- Managing daily administrative issues.
- Preparing monthly attendance summary for salary and overtime.
- To assist in preparing Departmental Budget (monthly, Half-yearly, Yearly etc.)
- Initiate, Forward and recommendation of notes, notice & official letter to the departmental head if necessary.
- To supervise all housekeeping of the factory.
- To supervise all company transport and paper updates work.
- To supervise all canteen management
- Monitor and report on all subordinate staff in order to have best use of their time for the purpose of the company.
- Monitor and report the cleaning activities in order to keep clean the factory overall.
- Monitor and report on the cleaning activities for all accommodations facilities inside and outside of the factory.
- To assist in continuous updating of the accommodated employees to ensure the best use of the company facilities.
- To assist in monitoring medical facilities of the factory.
- To assist in making planning , monitoring, controlling the total security management of the factory in order to ensure the security of the company
- To assist the evaluation of the performance of the employees by providing necessary information.
- Quick report to Department head when necessary.
- Prepare work instruction and implement them for special case.
- Arrange various events (formal & informal), trainings and seminars.
- Coordinate in all type of meetings in factory.
- Keeping various registers and files.
- Communicate and maintain liaison with local authority and Govt. officers.
- Look after casual labor and contact labor issues
- Prepare Compliance report about factory.

- Schedule & arrangement of interview.
- Follow up the selected candidate to on joining labour force & prepare appointment related issue.
- Prepare monthly vacant position list.
- Maintain HRIS on MS excel format.
- Manage & mitigate conflict arise inside the factory.
- Other than these any task given by higher authority.

Experience:

ASM Chemical Industries Ltd from *November '19 to Present*
Assistant Officer (HR, Admin & Compliance)

Z N Consultants

Intern from *Aug '19 to Oct '19*.

- Prepare report.
- Gather Business Data & Information.
- Prepare Excel Report.
- Video making.
- Making Phone calls to collect data.

Jamuna Bank Ltd

Intern in from *Dec '17 to Feb '17*.

- Handling Customer by giving General Banking related Information

Impel Services & Solutions Ltd

Customer Relationship Agent in from *Feb '17 to Nov '17*.

- Giving feedback for their quarries.
- Solving & giving advice to solve their related problem.
- Via between customer and business.

Educational Qualifications

2018	MBA Major in Human Resource Management	Jagannath University, Dhaka Appeared.
2017	BBA Major in Management Studies	Jagannath University, Dhaka CGPA: 3.05 out of 4.
2010	Higher Secondary Certificate (HSC)	BAF Shaheen College Kurmitola, Dhaka, Bangladesh. CGPA: 5.00 out of 5.00.
2008	Secondary School Certificate (SSC)	BAF Shaheen College Kurmitola, Dhaka, Bangladesh CGPA: 5.00 out of 5.00.

Areas of Interest:

- General HR
- Recruitment & Selection
- Human Resource Training & Development
- Compensation & Benefit
- Performance Evaluation

- HRIS

Research Work:

An Investigation about Employee Turnover within Private Sector in Bangladesh.

Language skills:

Fluent in both oral and written forms of expression in English and Bengali.

Computer Skill:

- Microsoft office applications (MS Word, MS Excel, PowerPoint).
- Dos, windows 98, 2000, xp, vista and windows 7.
- Also skilled in using the internet.

Extra-Curricular Activities:

Worked as an active member in Jagannath University Career Club (JnUCC)

Personal Details:

Father's Name:	Md. Aminul Islam
Mother's Name:	Nilima Akter
Present Address:	95, Azizmarket, Dhaka Cant, Dhaka -1206.
Permanent Address:	VILL: Dhatma, PO: Gogram, PS: Godagari, DIST: Rajshahi.

Hobbies & Interest:

- Watching Movies & Football match
- Reading Light novels
- Journey to anywhere

Reference:

Reference will be available upon request.

Declaration:

I hereby declare all the information given here is true



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MD Nezharul Islam