

## Contact:

01755168721

almamunjoy721@gmail.com

## Highlights of Key Skills

- Sound knowledge Bangladesh Labour Law 2006.
- Excellent communication and interpersonal skill.
- Proficient in analytical ability, Quick learner and Self-motivated.
- Creative team player with problem solving skill having Leadership quality.
- Work under pressure with take prompt decision at instant crisis.
- Dynamic and energetic.

## Computer Skills

Microsoft office, outlook, Excel, power point, database management system.

## Language

Bangla  
English  
Hindi

## Certificate-awards

British Council in mastering customer service

## Extra-Curricular Activity

Organizing seminar, Event Management. Training session, and workshop.

# Chowdhury Al Mamun Joy

House: 50/A, Road: 10, Sector:  
10 Uttara, Dhaka- 1230



## Summary

People oriented Human Resources professional with significant exposure of Delivering business relevant HR initiatives. A caring and conscientious Genuine interest in people. Self motivated as a person in terms of clarity and general excellence of output.

## Experience

ABC Northridge Apartment Co-operative farm  
House: 51, Road: 15, Sector: 03

### Executive (Admin & HR)

August 2018 - Present (2 year)

## Duties/Responsibilities:

- Monitor, Supervise & Control overall Administration
- Maintain personal file of the Co-operative farm
- Maintain daily attendance record & maintain leave record
- Monitor and ensure facility management (Cleaner, Security Guards, and Caretaker)
- Preparing all kinds of Office Orders, Notices, notes & Letters
- Monitor all security issue of the Apartment
- Disciplinary issues such as show cause, counseling/warning, investigation/inquiry, etc.
- Arrange monthly meeting of the co-operative farm
- Any other task assigned by management

## Internship

Square Toiletries Ltd.  
Mohakhali, Head Office.Dhaka-1212  
Human Resource (HR)  
2 October 2016 to 2 January 2017

## Personal Information

Date of birth: 01.02.1993

Fathers Name: Md. Golam Mostafa

Mother Name: Mst Monoara Begum

Nationality: Bangladesh

Religion: Islam

Marital Status: Unmarried

## Permanent Address:

House # 415, PO: Ranisankail

PS: Raisankail,

District: Thakurgoun

## Reference

Prof Md. Lutfar Rahman

Registrar, IUBAT University

Cell: 01715133008

Email:lutfarrahman@iubat.edu

Md. Mehedi Hasan

Executive Magistrate

Cells: 01722694491

Email: Mehedi12@gmail.com

## Key Responsibility

CV sourcing according to clients' requirements.

Screening CVs per job profile ensuring applicants are qualified.

Communicate with the candidates regarding the job offer.

Calling potential candidates and interviewing over phone.

Arranging interviews, Creating and interviewing over phone.

Creating Update HR database and assist line manager recruiting process.

Assist in other HR activity as and when required.

Able to manage departmental activities efficiently

## Education

### North South University (NSU)

Master of Business Administration (MBA)

Major: HRM, CGPA: Major: 3.25, Cumulative: 2.92

Year: 2017-2020

### International University of Business Agriculture and Technology (IUBAT)

Bachelor of Business Administration (BBA)

Major: HRM, CGPA: 3.42

Year: 2013-2016

### Ranisankail Degree College (RDC)

Higher Secondary School Certificate (HSC)

Group: Science, GPA: 4.20, Board: Dinajpur.

Year: 2011

### Ranisankail pilot boy's high school

Secondary Secondary School Certificate (SSC)

Group: Science, GPA: 4.94, Board: Dinajpur.

Year: 2009