

Mohammad Abdul Hakim

0176-0155709

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Career summary

To work in a dynamic and challenging environment with maximum potentiality and enthusiasm, where interest and creativity can be found and to achieve the goals of organizations by utilizing my skills, abilities and experience as well as to build up a successful career as a professional. Having first class executive leadership, negotiating and communicating skills and capable of providing authoritative guidance and advice to both in house and third party teams.

Work experience

Sr. Officer – Admin & HR

Libra Infusions Ltd. (Libra Group)

From 12th November, 2017, - Continuing

- Maintaining and updating Human Resource Information System (HRIS) related all activities and keep the data backup in every day.
- Processing applications/screening, fix schedules for interview, make arrangements for preliminary & final interview.
- To conduct reference check and further arranging staff placement.
- Maintaining personal file & updating as per service rule.
- Preparing and executing training modules.
- Executing employee feedback session throughout the company.
- Supervising any other task assigned by the management.
- Preparing & updating of all compliance related documents/registers.
- Draft different type's official letters/memo and prepare agreements as per management requirements.

Officer – Admin & HR

Tamijuddin Textile Mills Limited, Konabari, Gazipur

From 1st August 2016 - 25th October, 2017

- Monitoring In Time & Out Time.
- Verifying Office checklist.
- Create monthly attendance sheet in excel.
- Follow up in different department.
- Arrange daily meeting.
- Maintain protocols.
- Follow up Gate pass.
- Prepare requisition.
- Co-coordinating and conducting recruitment.
- Managing Training and Development of Employees.
- Control overall vehicle management.
- Ensure safety, security and housekeeping inside and outside in the premises
- To manage confirmation to placement of newly join employee of the group & placement.



Key abilities

AREAS OF EXPERTISE

- Talent Acquisition
- Training & Development
- Training need assessment (TNA)
- Performance Appraisal System (PA)
- Leave Management
- HRIS /Payroll

PROFESSIONAL ABILITIES

- Experience of working on Business, and Functional Requirements
- Able to take preventative action when any risks become unacceptable.
- Knowledge of execution, scripting and planning.
- Actively maintain awareness and understanding of current developments and best practice in workplace.
- Understanding the different approaches of management requirements.
- Experience in maintaining the employee & management relation.

Computer Skills

- Microsoft Office MSWord
- MS Excel
- MS PowerPoint
- Internet Browsing
- E-mail Maintain

Academic Qualifications

United International University Post Graduate Diploma(PGD) in HRM Result: Continued	2020
Daffodil International University, Dhaka MBA in HRM CGPA: 3.21 out of 4.00	2017
Daffodil International University, Dhaka BBA in HRM CGPA: 2.79 out of 4.00	2012-2016
Gangni College, HSC - Jessore Board GPA 3.40 out of 5.00 Group: Business Studies	2011
Khalishakundi Secondary School SSC - Jessore Board GPA 3.31 out of 5.00 Group: Business Studies	2009

Professional Qualifications

6 Months Internship Sonali Bank Limited

References

Dr. Md. Moshiur Rahman

M.B.B.S (D.U) CCD (BIRDEM)
Senior Medical Officer (C.C)
Islamic Mission,
(Islamic Foundation)
Ministry of Religious Affairs
Government of the People's
Republic of Bangladesh
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Dr. Md. Hashibur Rahaman

M.B.B.S (Dhaka), BCS (Health)
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Family Planning Officer
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Personal Information

Father's Name	: Mohammad Golam Panjaton
Mother's Name	: Suraea Begum
Date of Birth	: 05 Apr 1994
Permanent address	: Nowda Hogol Bariya, Motmura, Gangni, Meherpur
Nationality	: Bangladeshi
Religious	: Islam (Sunni)
Marital Status	: Single
Blood Group	: AB+
Height	: 6'-3" (ft)
Sex	: Male
National ID No	: 1994571476300453

CONTACT DETAILS

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