

# RESUME OF

**MD. JAFAR IMAM SHRABON**



**contact at me**

## **At a glimpse**

- Career profile
- Employment history
- Educational background
- Language & Computer Expertise
- References

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Notullabad Stand, Barishal

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## CARREAR PROFILE

I am very honest, dedicated and self-motivated person with strong communication skills, which I can transfer toward any company. I am always very dedicated towards my work and I am a quick learner. I am looking for a dynamic, challenging, and responsible position in any reputed organization where I can utilize my knowledge, skill and personal interaction for the interest of organization as well as to build up my professional career.

## EMPLOYMENT HISTORY

❖ HR ASSISTANT OFFICER at **ORCHID STYLES LTD.**

Still now

Job Responsibilities are given below -

- Preparing and issuing employment contracts to new employees.
- Organizing induction ceremonies and training for new staff.
- Compiling the following data about employees: payroll – such as hours worked, taxes, pension contributions and also time-sheets.
- Setting up and maintaining a employee's personnel files.
- Authorizing and issuing pay-slips & finalizing paperwork for when a member of staff leaves employment.

❖ SR. OFFICER at **RUNNER MOTORS LTD.**

Jun 2017 to Dec 2019

Job Responsibilities are given below -

- Marketing & selling EICHER commercial vehicles
- Credit collection for EICHER truck potential customers.
- Market analysis and research from another competitor.
- Prepare monthly/ yearly report
- Creating a new plan for variant customers for their credit.

### QUALIFICATION

DEGREE	INSTITUTE	CGPA	MAJOR / GROUP	YEAR
M.B. A	Stamford University Bangladesh	3.23	Human Resource Management	2017
B.B. A	Stamford University Bangladesh	2.80	Human Resource Management	2016
H.S.C	Narayanganj Model College	3.60	Business Studies	2010
S.S.C	Goadnail High School	2.81	Science	2008

### COMPUTER SKILL

- Microsoft Office, Excel, PowerPoint and presentation
- Social media.
- Email communication.
- Marketing automation.
- Data visualization.s

### REFERENCE BY

#### PROFESSIONAL

**Uzzal Debnath**  
**Sr. Officer (Credit Sales**  
**Runner Motors Ltd.**  
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#### ACADEMIC

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Signature

