

MD. AHASANUL ARIF

BBA (EWU), MBA (AUB)



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C/O- Md. Ahasanul Arif

House # 65 (5th floor), Road # 6, DIT Project Merul Badda, Dhaka-1212.

Career Objective:

To execute a responsible position in the Human Resource Department of a reputed local or multinational company where, I can use my experience, education and interpersonal skills creatively in order to develop my Professional career as well as to contribute & enhance human resource productivity in an organization, developing strong manpower, identifying talent & developing professional development programs in order to achieve organizational goals.

Career Summary:

I have graduated as a bachelor (BBA) with HRM as my major from East West University and completed (MBA) with HRM from Asian University of Bangladesh. Now I am working as Freelancer at Fiverr and Upwork. I have worked as Asst. Officer (HR & Admin) at Keya group & as Executive (Group HR) at Anwar Group executed all kind of HR operational task with disciplinary actions & leave management, Man Power Planning, Recruitment & Selection, Training & Development, Compensation & Benefits, Performance Management System (PMS), Employee Engagement, HR Automation & Policy Formulation.



Now I am working as a Freelancer at Fiverr and Upwork.

Anwar Group

Executive (Group HR) : 01/01/2018 - 15/01/2020. Baitul Hussain Building(14^{th} floor, 27, Dilkusha C/A), Dhaka-1000

Responsibilities:

- Manpower planning, recruitment (National & International), selection, placement and orientation.
- Measure employee retention and turnover rates, KPI setting, performance appraisal for job confirmation or extension.
- Highly involved with HR Automation, Employee engagement and total ERP software implementation in the organization for first time.
- Prepare and regularly update job description, role profile, organogram, company policies and procedures and ensure employees understand and comply with them.
- Provide support to HR team as per requirement; assist with day to day operations of the HR functions and duties.
- Draft and prepare several types of corporate HR related letter e.g., Appointment, Confirmation, Extension, Promotion, transfer, Warning, show cause, Inquiry notice and report, Dismissal letter and so on as well as different drafts, note sheet, office order, reports, and letters as directed by the supervisor.
- Implement performance review procedures & prepare increment sheet.
- Assist in increment and promotion of both management and senior management level.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Coordinate meeting, workshop, training and any other events.
- To maintain & update personal files & HRIS.
- Grievance Management, Exit Interview Conduction and Final Settlement of Employees.

Keya cosmetics Ltd.

Asst. Officer (HR & Admin): 18/06/2016 - 31/12/2017.

Jarun Bazar, Kasimpur, Konabari, Gazipur

Responsibilities:

- Preparing job advertisement as per manpower requisition, timely processed all work related recruitment & separation.
- Assist supervisor and pursue all Admin related issues, responsibility, and works such as Medical, Events, Meeting and coordination.
- Assist in ensuring Trade License, Fire License, IRC, ERC, Environment, BSTI, pursue all Store & transport related issues and other relevant.
- Factory visit and finding problems also take corrective action.
- Solving different kinds of grievances & counseling, motivating employees.
- Prepare and Maintain JD, Role profile, SOP, salary, personal file, official file etc.
- Execute transfer, disciplinary case and dismissal & termination process.
- Assist supervisor and pursue all Admin related issues, responsibility and works.
- Monitor payroll software, worked for PF and other facilities for employees.
- Follow up welfare activities & HR audit with compliance issues problem identification and solution, assist in implementing the ISO 9001:2008.



Non Scholastic Activities:

- ❖ Member of Social welfare club, Govt. Sohid Bulbul College.
- Member of Environmental & social club, East West University.
- ❖ Volunteered of Blood donation program organized by Rotaract Club of EWU.
- ❖ Acted as a drummer in the School Band Team.
- ❖ Won several trophies for participating in different kind of sports in school level.



Educational Background:

On-Going Education:

(LLB)

- National University
- Result: Studying

	Exam Title	Major	Institute	Result	Passing Year
•	MBA	HRM	Asian University of Bangladesh	CGPA: 3.17 Out of 4.00	2017
	BBA	HRM	East West University	CGPA: 2.28 Out of 4.00	2015
	HSC	Science	Govt. Sohid Bulbul College	CGPA: 3.90 Out of 5.00	2010
	SSC	Science	Miapur Haji Jashimuddin High School	CGPA: 4.38 Out of 5.00	2006



Competencies:

- ✓ Sound knowledge of Bangladesh Labor code 2006.
- ✓ Excellent in HR operations & HRIS software.
- ✓ Report preparation, Presentation, Leadership.
- ✓ Honest, ethical, dependable, Positive, Adaptive, Proactive, Strategic.
- ✓ Can Do Anything' Attitude.
- ✓ Good communication and interpersonal skills.
- ✓ Excels both in independent work and collaboration.
- ✓ Exceptional analytical and problem solving skills.



Training Summary:

- Workshop on Human Resource Management (2 day)
- Workshop on Advance Excel. (3 days)
- Computer training Program (3 Months)
- KPI Master Class. (3 Days)
- Merchandising on Garments Manufacturing (6 months)
- Training on Disciplinary Procedures (1 day)



Proficiencies: Computer literacy:

✓ Very well known about Office program (MS-Word, Advance Excel, Power Point)

✓ Bangla & English typing, Mailing, Troubleshooting.

✓ Visio, Adobe Photoshop, Expert in Internet Surfing & Downloading.

Language:

✓ Bangla: Mother's tongue.

✓ English : Proficient in speaking, listening and writing.

✓ Hindi: Capable to Listening, understanding and a little bit speaking.



Career and Application Information:

Looking For
Available For
Preferred Job Category
Present Salary
Expected Salary
TK. 25,000.
TK. 35,000.



Personal Activities:

✓ Reading Books

✓ Traveling & photography

✓ Swimming & Cycling

✓ Playing Badminton & Cricket

✓ Listening Music



Personal Information:

Father's Name: Late. Abdus Sukur Miah Mother's Name: Mst. Meherunnahar Date of Birth: December 04, 1990

Gender: Male

Marital Status: Single Blood Group: O+ Height: 5'-8" Weight: 73 kg

Nationality: Bangladeshi

Religion: Islam

Permanent Address: VILL+P.O-Bongram, P.S-Ataikula, Dist.-Pabna.

Present Address: H # 65 (5th floor), R # 6, DIT Project, Merul Badda, Dhaka-1212

NID Number: 5542669154 Passport No: BR0227094



References:

Md. Mahbubul Haque Nayem

AGM & Head of HR

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E-mail: mahbubul.nayem@gmail.com

Mithun Kumar Devnath

Manager, Group HR

Human Resource Department Anwar Group of Industries. Cell: +8801304421425

E-mail: Mithun.devnath@anwargroup.net

<u>Certification</u>: I hereby declare that the above information is absolutely true and authentic and for any misinformation I will responsible for that.

28 January, 2020 Md. Ahasanul Arif