

# Pervez Mosharraf

## Personal

🏠 Trishal bus stand, Trishal, Mymensingh

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## Statement

For me it's about excellence, doing thing to the best of my ability and taking them to the limits that no one else has gone to before. Also, three years of experience of working HR & Admin Profession in the automobile servicing and electronics industry.

## Employment History

### 1. Senior Executive, HR & Admin

Minister Hi-Tech Park Electronics Limited

Company Location: 337 Narayanpur, Kashiganj, Trisal, Mymensingh.

October 1, 2019 – Continuing

#### Duties/Responsibilities:

- Payroll management.
- Assist selection & recruitment process.
- Assist learning & development
- Monthly OT sheet prepare.
- Monitor HRIS through daily attendance.
- Leave management
- Prepare monthly salary attendance report.
- Prepare final settlement and others benefits.
- Prepare leave encashment.
- Prepare Id card & visiting card
- Vendor management.
- Canteen & dormitory management.
- Any task assigned by senior management.

### 2. Executive, HR & Admin

Ranks Motors Workshop Limited (Concern of RANGS Group)

Company Location: Outpara, Chandana Chowrasta, Gazipur.

January 1, 2017 – September 30, 2019

#### Duties/Responsibilities:

- Assist selection & recruitment process.
- Maintain HRIS for all employees 'data and maintaining employee's personal file.
- Monitor HRIS through daily attendance and monthly leave.
- Assist update payroll management & ERP database.
- Prepare & compile monthly salary attendance report.
- Maintain leave procedure with excel and ERP database.

- Prepare final settlement and others benefits.
  - Prepare employee confirmation proposal.
  - Ensure new employee orientation & training.
  - Lead the Admin team for the branch office.
- Manage to the employees exit formalities for resigned employees

### **Key Achievements:**

- Implemented biometrics fingerprint attendance.
- Established employee motivational award like; employee of the month and employee of the quarter award with cash remuneration.
- Reduced 15 days final settlement payment and others benefit.
- Ensure 90% intra departmental clearance resigned employee at last working day.
- Implementation by within 30 working days new employee recruitment all procedure complete.
- Employee personal file update on time basis.

### **Education**

Master of Business Administration (MBA) -2019  
Bangladesh Open University (BOU)  
Major: Human Resource Management  
Result: 2.93

Post Graduate Diploma in HRM (PGDHRM) -2018  
United International University (UIU)  
Result: 3.13

Bachelor of Business Administration (BBA) -2016  
University of Information Technology & Sciences (UITS)  
Major: Human Resource Management  
Result: 3.23

Higher Secondary Certificate (HSC) -2012  
Ishurdi Govt. College  
Business Studies  
Result: 3.40

Secondary School Certificate (SSC) -2010  
Chandai High School  
Business Studies  
Result: 3.88

### **Notable Qualities and skills**

- HR & Payroll Management Orbits & Dream Apps ERP Software
- Sound knowledge of Bangladesh labour Act (BLA)
- Quick learner

### **References**

#### **Anamul Hoque**

Manager, HR & Admin

Ranks Motors Workshop Limited

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#### **Kaiser Hossain**

Area Sales Manager (ASM)

Japan Tobacco International-JTI

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