

Saiful Bappi

HR & Admin Officer

Abul Khair Steel products Ltd.

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Yousuf armir Bari, Uppadilamchi,
Chaprashirhat , Kabirhat, Noakhali.

Noakhali, Bangladesh

[www.facebook.com/Saiful Bappi](https://www.facebook.com/Saiful-Bappi)



Dear Sir,

As a skilled administrative professional with expertise in a variety of human resource functions, I am pleased to present the enclosed resume. I am certain that you will find my dedication and enthusiastic attitude to be of value to your organization in an HR Administration role.

My background in coordinating office policies and procedures, maintaining confidential documentation, and managing payroll has prepared me to make a significant contribution to **AKG**. Currently I oversee a range of support functions in a highly organized environment, including record keeping, guiding staff, and partnering with all levels of management to support organizational objectives.

Highlights of my experience include...

- Coordinating a breadth of HR tasks including composing job descriptions, interviewing potential employees by phone, completing new hire paperwork, and purging and storing files.
- Successfully implementing and maintaining streamlined office procedures to ensure operational continuity.
- Updating and managing detailed, confidential employee records as well as monitoring promotions and coordinating new staff orientation.
- Performing numerous, competing tasks while optimizing workflow and maximizing productivity.

My skills in training, communication, and conflict management have been finely honed, and I am confident my additional strengths will readily translate to your environment. It will be a pleasure to offer more insight into my qualifications, and I look forward to meeting with you soon.

Thank you for your consideration.

Sincerely,

Mohammad Saiful Islam

Saiful Bappi

HR & Admin Officer

I'm a self-motivated, creative copywriter with six years of Hr-Admin & marketing & nutritional experience, specialising in digital content with a keen interest in social media.



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Yusuf Armir Bari, Uppadilamchi, Chaprashirhat-3811,
Kabirhat, Noakhali, Bangladesh

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WORK EXPERIENCE

HR & ADMIN (Officer) Abul Khair Products Ltd.

11/2014 – Present *Narayanganj, Dhaka*
RM Steel (Unit 2), Bagbari, Narayanganj, Dhaka

Responsibility

- Follow up the function all administrative activities,
- Regular factory visit & follow up continues House keeping system in affiliate with concern dept.
- Keep up-to-date the personal files & any other documents, records, registers,
- Rest & holiday control, Office time maintain, Duty roster submit, OT report,
- Management & casual salary administration, Leave Admin, Manpower statement, Manpower planing,
- Employee disciplinary matter, Grievance handling,
- KPI for management employee, Performance appraisal, Identify potential employee, Ensure write man write place,
- Identify Critical Job, Identify critical, semi critical & non-critical employee, Identify best employee & arrange reward, Identify deprived employees & take necessary step,
- Prepare HR budget, budget variance analysis, HR & Admin related cost analysis,
- Disciplinary action according to labor Act 2006 and Labor Rules 2015.

Contact: Zahidur Rahaman (HR & ADMIN) Incharge –
RM Steel Bagbari, Narayanganj, Dhaka. +880 1926 888 310

Area Nutrition Associate (Supervisor) Nestle bd ltd.

01/2013 – 10/2014 *Noakhali Zone*

Responsibility-

- Monitoring manpower & their responsibilities.
- To allocate & assign for daily activities.
- Planning, organizing & monitoring of sales activities.
- Daily market visit with nutrition associate & observe his activities.
- To maintain relation with doctor's.
- Increasing new institution & developing personal relations.
- Every 3 months held on a cycle meeting and there discusses what activities will take over the next three months.
- The end of every months checking their daily doctor's visit reports.

Contact: Md.Mizanur Rahaman (Regional nutrition manager) –
Nestle BD. Ltd, +880 1714 09 84 91

SKILLS

Communications skills	●	●	●	●	○
Leadership skills	●	●	●	●	●
Public speaking	●	●	●	●	○
Negotiation	●	●	●	●	●
Teamwork	●	●	●	●	●
Decision Making	●	●	●	●	○
Research & strategy	●	●	●	●	○
Emotional intelligence	●	●	●	●	○
Email marketing	●	●	●	●	○
Google analytics	●	●	●	●	●
sales marketing	●	●	●	●	●

ORGANIZATIONS

Nestle bd ltd. (01/2013 – 10/2014)
As a Nutrition Supervisor

Abul khair steel products ltd. (11/2014 – Present)
As a Hr & Admin officer

TRAINING CERTIFICATE

HR leadership for operation excellence
(01/2018 – 05/2019)

PRO-EDGE Associates (Training location: Abulkhair steel products Ltd.)
Content:

- Organizational structure.
- Manpower planning.
- Job description,
- Recruitment & selection,
- Training & development,
- Compensation & benefits
- Competency assessment,
- Leadership,
- Succession planning,
- Performance management.

EDUCATION

Master's (MBS)

National University

01/2012-12/2012

Subject: Management

Result:

Second Class (57%) Marks

Honour's (BBS)

National University

01/2008-12/2011

Subject: Management

Result:

Second Class (56%) Marks

Higher Secondary Certificate (HSC)

Chaprashir Hat Ismail High College

01/2006-12/2007

Subject: Business Study

Result:

GPA: 3.10

Secondary School Certificate (SSC)

Chaprashir Hat High School

01/2006-12/2007

Subject: Business Study

Result:

GPA: 3.50

TRAINING CERTIFICATE

Marketing Strategy & Management

Content:

- Introduction to strategic marketing,
- Analysis of marketing situation,
- Formulating marketing strategy,
- Marketing program development,

LANGUAGES

Bangla - Professional working Proficiency.

English - Professional working Proficiency.

Hindi - Professional working Proficiency.

INTERESTS & HOBBIES

- Involved in local clubs, classes and groups.
- Organizing events in the community.
- Being involved with charities.
- Volunteering at local companies, clubs & organization.
- Attending events. Shows & exhibitions.
- Participating in fundraising events.
- Maintaining a personal blog.
- Being a member of social group.
- Participating in campaigns, preparing food & events.
- Like to play cricket & badminton ,