

**Md. Moinuddin Kabir**

House # 06, Road# 11, Block# B,

Bawnia, Turag, Badaldy (Sector# 1, Uttara) Dhaka-1230

Mobile: 01760301562

E-mail: [moyeen.moin@gmail.com](mailto:moyeen.moin@gmail.com)

To

**The Head of HRD**

**Bangladesh Honda Pvt. Ltd.**

**Application for the position of "Executive - Talent Acquisition"**

Dear Sir,

In response to your job advertisement published, I would like to apply for the position of "Executive - Talent Acquisition". I understand from your advertisement that your organization needs young and dynamic people in HR department to keep and develop the area of your business. You will note from my enclosed CV that my education background, my experience and my others qualification make me an ideal candidate for the position.

**My Qualifications:**

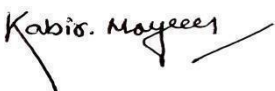
- ✚ Five years+ of Talent Sourcing, Recruitment and Managerial Experiences.
- ✚ Having 4 years+ experience as an "Asst. Coordinator (Job Placement & Database)" with Skills for Employment Investment Program (SEIP) Project", a skill development project through training and job placement for ICT industry, executed by Ministry of Finance, Government of Bangladesh (GoB), financed by Asian Development Bank (ADB) and implemented by "Bangladesh Association of Software and Information Services (BASIS)".
- ✚ Experience on Plan and Coordinate Job Placement support services (Career management, Training & Development, Talent Sourcing, Job placement, Manpower recruitment and selection process, such as: making job circular, CV screening, short listing and arranging interview etc.)
- ✚ Master of Professional Human Resource Management (MPHRM) from University of Dhaka. (Running)
- ✚ Completed PGDHRM, from BIMS.
- ✚ Got Bachelor of Business Administration (B.B.A) degree, Major in Human Resource Management (H.R.M) from Daffodil International University.

I believe working in a reputed organization like your one will provide me excellent opportunity for my career growth. I am confident that if provided the opportunity to serve your organization, I will prove myself to be an important asset for your company through my dedication, sincerity and highest level of professionalism.

I would request for an interview at your convenience. For any query, you can reach me at my mobile 01760301562. You can also e-mail me at [moyeen.moin@gmail.com](mailto:moyeen.moin@gmail.com)

Thank you.

Yours truly,



**Md. Moinuddin Kabir**

Encl: 1. Curriculum Vita  
2. Photograph

# Md. Moinuddin Kabir

**Address:** House # 06, Road# 11, Block# B,  
Bawnia, Turag, Badaldy (Sector# 1, Uttara) Dhaka-1230.

**Mobile:** +8801760301562

**e-mail:** [moyeen.moin@gmail.com](mailto:moyeen.moin@gmail.com)



## Career Summary

I have 5 years+ of “Talent Sourcing, recruitment & managerial experiences”. Expertise in talent management, talent sourcing, training, job placement, maintaining total manpower recruitment and selection process and controlling total administration with good leadership quality.

## Highlights

1. Experience on planning and coordinating **job placement support service** with “Bangladesh Association of Software and Information Services (**BASIS**)” - “Skills for Employment Investment Program (**SEIP**)” Project, finance division, ministry of finance, government of Bangladesh and financed by Asian Development Bank.
2. Experience on talent sourcing, manpower recruitment and selection process such as CV screening, shortlisting, arranging interview and placement.
3. Master of Professional Human Resource Management (**MPHRM**) from *The University of Dhaka* (In progress).
4. Post-Graduation Diploma in Human Resource Management (**PGDHRM**) from Bangladesh Institute of Management Studies (**BIMS**).
5. Sound knowledge in CV Database Management through MS Excel, Training and Development, Performance Management & Bangladesh Labor Law etc.
6. Good Academic Administrative Experiences.

## Professional Experiences

**5 years+ of Talent Sourcing, Recruitment & Managerial experiences.**

**Asst. Coordinator  
(Job Placement &  
Database)**  
(April 07, 2016 to  
running)

**“Skills for Employment Investment Program (SEIP)”**, a skill development project through training and job placement for the ICT industry, executed by the Ministry of Finance, Government of Bangladesh (GoB), financed by Asian Development Bank (ADB) and implemented by “Bangladesh Association of Software and Information Services (**BASIS**)”.

1. Planning and coordinating job placement support service to ensure at least 60% job placement of trainee enrolling and retention in the job for the last three months.
2. Developing and maintaining a talent pipeline for current and future industry needs.
3. Developing a network with employers, collecting job circular & provide the appropriate candidates according to their requirements.
4. Preparing and maintaining the database of total job placement procedure (TMS & Pre-employment trainee database).
5. Collecting, screening and shortlisting CVs, arranging interviews and taking Pre-interview etc.
6. Providing Training on Career Planning, CV making, facing the interview, developing skills & capabilities and so on.
7. Analysing training needs based on job placement and providing recommendations to improve training programs.
8. Providing information through the monthly reports to the supervisors and management team on manpower recruitment, and work-related issues.
9. Organizing different career related event.
10. Performing any other task required by the management.

**Admin Officer**

(May 2, 2013 to  
October 31, 2013)

**PISFT (Professional Institute of Science & Fashion Technology)**

An educational institute under National University.

1. Managing the entire administrative task assigned by the high authority.
2. Reviews and recommends procedural changes to ensure and improve work processes.
3. Perform daily routine activities (time management, follow up the notice, follow up day plan and reporting to the authority.)
4. Proper management of time schedule (monitoring class schedule, employee and faculty time schedule and student attendance.)
5. Student counselling.

**Admin Officer**

(January 01, 2012  
to  
April 30, 2013)

**Dewdrop Communication**

An online-based marketing and event management company.

1. Communicate with clients and execute the primary contract.
2. Performing daily routine activities (Proper management of time schedule, follow up day plan & reporting to the authority)
3. File management and recording.
4. Completing the entire administrative task on time assigned by the high authority

### Educational Qualification

**MPHRM**

Masters of Professional Human Resource Management

**PGD HRM**

Post-Graduation Diploma in Human Resource  
Management

**(B B A)**

Bachelor of Business Administration

**(H S C)**

Higher Secondary School Certificate examination

**(S S C)**

Secondary School Certificate examination

**University of Dhaka**

(In progress)

**BIMS**

**Bangladesh Institute of Management Studies**  
Year: 2017

**Daffodil International University**

Major: Human Resource Management  
Year : 2012 (4years)  
CGPA: 3.20/4.0

**Adamjee Cantonment College**

Dhaka Board-2007  
Group: Commerce  
Result: 3.50/5.0

**Monipur High School**

Dhaka Board- 2005  
Group: Commerce  
Result: 4.44/5.0

### Training

1. Attended Training "*Professional Communication – Verbal, Non-verbal and Interpersonal Skills*" conducted by trainer Md. Mubir M. Chowdhury from BITM in September, 2019.
2. Attended Training "*An Overview of Bangladesh Labor Law*" conducted by trainer Md. Rifat Amin from BIMS in May, 2018.
3. Attended Training "*Corporate Etiquette to be a Successful Professional*" conducted by trainer Muhammad Mahabubul Alam from HR Speaks in March, 2018.
4. Attended Training "*Training Promotional Strategies and Data Analysis*" conducted by trainer Md. Al Amin Chowdhury from BITM in January, 2017.
5. Attended Training "*Delivering Positive Customer Experience through Personal Excellence*" conducted by trainer Md. Mubir M. Chowdhury from BITM in December, 2016.
6. Attended Training "*Business Communication and presentation skills*" conducted by trainer Mrs. Faria Haque from Career Solutions in January, 2016.

### Online Training and Courses:

1. Attended Course "Recruitment Skills: Putting right person on right job" from UdeMy in February, 2020.
2. Attended Course "Interview Training for Hiring Managers and Teams" from UdeMy in June, 2020.

### Expertise

1. Experienced in maintaining total manpower recruitment and selection process such as making job circular, talent sourcing, CV screening, shortlisting, arranging interviews, placement and personnel file management.
2. Experienced in training and career management.
3. Experienced in maintaining total academic administration with good leadership quality.
4. Sound knowledge in CV Database Management through MS Excel, Training and Development, Performance Management and Bangladesh Labor Law.
5. **Computer Literacy:** MS Office program (MS Word, MS Excel & Power Point).
6. **Language Competency:** Mother tongue- Bengali. Fluent in Bengali and full working knowledge in English.

### Soft Skill

1. Able to work in a team environment. Capabilities of leading & motivating the team.
2. Able to work under pressure independently.
3. Strong interpersonal communication and leadership skills.
4. Adaptable, innovative and pro-active in taking initiatives.

### Extra-curricular Activities

1. Organizer of ELC (English Language Club) for Daffodil International University (Uttara Campus).
2. Organizer of "HR Community Bangladesh", a social media group for recruitment & professional network.
3. Regular & devoted performer in various cultural programs in the university.

### Personal Details

**Father's Name:** Md. Bashir Uddin (Retd. Senior Warrant Officer, Bangladesh Army).

**Mother's Name:** Momotaz Begum.

**Date of Birth:** 10th January, 1990.

**Permanent Address:** House#06, Road# 11, Block# B, Bawnia, Turag, Badalgy, (Sector# 1,Uttara), Dhaka-1230.

**Religion:** Islam (Sunni)

### References

**Talukder Mohammad Shabbir**

Chief Coordinator

BASIS Institute of Technology & Management (BITM)

Bangladesh Association of Software and Information  
(BASIS)

Mob: 01777755817

e-mail: [pm@basis.org.bd](mailto:pm@basis.org.bd)

**Engr. Md. Haydar Habib**

Principal

Professional Institute of Science & Fashion  
Technology (PISFT)

Mob: 01717319218

e-mail: [pisft.principal@gmail.com](mailto:pisft.principal@gmail.com)

**I, hereby, declare that all information stated above is true to the best of my knowledge.**



**Md. Moinuddin Kabir**