



Md. Azharul Islam

MBA (HRM), PGD-HRM

Paradise, Bagan Bilash , 488 Malibagh
Baganbari, Flat no : 7B, Dhaka, Bangladesh.

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RESUME

EXPERIENCE

Fortis Group (Boro Beraid, Badda, Dhaka)

Position: Sr.Executive (HR & Admin)

Service year : 20th March 2020 – 17th September 2020

Responsibility:

- ▶ Monitoring and managing overall HR team activities, Ensure proper staff recruitment process, Monitoring attendance report, leave report and submit regularly.
- ▶ Conducting overall employee training on factory discipline, compensation & benefits, workplace safety, canteen management, usage of factory resources, facilitate HER project training.
- ▶ Organize staff orientation, Advise on disciplinary action, Work on expatriate & Staff welfare issues, maintaining proper communication to maintain the co-ordination of the work process.
- ▶ Overall transport management of unit expat, staff and worker and also logistic support for different departments, liaising with different transport suppliers, processing all sorts of bills on time and cash management.
- ▶ Maintain and develop factory compliance along with the dedicated compliance team, performing internal audit regularly.

ABOUT ME

To build up a dynamic career with promising prospect for Self-development and prosperity for the organization. I have strong confidence in hard working and integrity. I prefer to do challenging works and I am very much comfortable working individually and with a team. I believe positive thinking is the key to success.

SKILLS

COMPUTER LITERACY

MS OFFICE



TYPING



PHOTOSHOP



LANGUAGES

BANGLA



ENGLISH



PERSONAL

COMMUNICATION



RESPONSIBILITY



LOYALTY



TEAM PLAYER



CREATIVITY



SOCIAL



Previous Experience:

Kenpark Bangladesh (Pvt) Limited (Sr.Executive)

Plot no: 31-42, Sector-08, Chittagong Export Processing Zone, Chittagong, Bangladesh.

Service Year: 28th March 2016 – 19th March 2020.

Total Working Experience: 4.6 Years.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

INTERNATIONAL ISLAMIC UNIVERSITY CHITTAGONG

Semester : CGPA 3.35 (Out of 4.00)

Major Subject : Human Resource Management

Year of Passing : 2011

POST GRADUATION DIPLOMA (PGD-HRM)

BANGLADESH INSTITUTE OF MANAGEMENT (BIM)

Semester : CGPA 2.88 (Out of 4.00)

Major Subject : Human Resource Management

Year of Passing : 2017

BACHELOR OF BUSINESS ADMINISTRATION (BBA)
INDEPENDENT UNIVERSITY CHITTAGONG

Semester : CGPA 2.44 (Out of 4.00)
Major Subject : Human Resource Management
Year of Passing : 2010

HIGHER SECONDARY CERTIFICATE (HSC)
B.A.F SHAHEEN COLLEGE, CHITTAGONG

Result : CGPA 3.40 (Out of 5.00)
Group : Business Studies
Year of Passing : 2005

SECONDARY SCHOOL CERTIFICATE (SSC)
GOVT.MUSLIM HIGH SCHOOL

Result : CGPA 3.38 (Out of 5.00)
Group : SCIENCE
Year of Passing : 2003

TRAINING:

DAY LONG TRAINING ON PERSONAL & CORPORATE ETIQUETTE DEVELOPMENT

Organized by KENPARK BANGLADESH (PVT) LIMITED on 18th SEPT, 2014

DAY LONG TRAINING ON LEADERSHIP & MANAGING SKILL.

Organized by KENPARK BANGLADESH (PVT) LIMITED on 16th SEPT, 2017

EVENTS EXPERIENCE	PERSONAL DETAILS		
<ul style="list-style-type: none">► Independence Day 2018 Organized by Volunteer for BEPZA. As a Team Member.► Environmental Safety – Organized By Independent University as a Team leader.	<p>Father's Name : Azimuddin Ahmed Mother's Name : Anowara Khatun Nationality : Bangladeshi by Birth Religion : Islam Date of Birth : 15th August 1987 Permanent Address : M/S Aman Store (2nd floor), 12 New Chaktai, Chittagong.</p>		
<ul style="list-style-type: none">► Workers Day 2014 Organized by Kenpark Bangladesh (Pvt) Limited. As a Team Member.► Blanket Drive 2016 Organized by Chaktai Committee. As a Team Leader.	<p>REFERENCES</p> <table><tr><td>Major Dr. Kamrul Huda Head of Surgeon Comilla Cantontment Cell: 01757677661 Kamrul.huda87@gmail.com</td><td>Mr. Moslehuddin Khaled Senior Lecturer Independent University Chittagong Cell: 01558120676 Email: mmckhaled@gmail.com</td></tr></table>	Major Dr. Kamrul Huda Head of Surgeon Comilla Cantontment Cell: 01757677661 Kamrul.huda87@gmail.com	Mr. Moslehuddin Khaled Senior Lecturer Independent University Chittagong Cell: 01558120676 Email: mmckhaled@gmail.com
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I hereby acknowledge & authenticate, every bit of information mentioned in this document is correct by all means.

Sincerely yours,

(Md.Azharul Islam)