

Curriculum vitae Of

SHETU BAROI

Address: 1349/1, East Shewrapara, Kafrul, Dhaka-1206.

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Career Objective:

Strong desire to build up a successful career by obtaining a challenging position in a reputed organization where strong sense of responsibility & commitment is required, dignity of work provides job satisfaction and the place of work provides the potential opportunity for learning and growing to achieve top level chain of imperative of the organization, also intend to apply my skill, knowledge to enhance organization success and my personal knowledge and experience.

Career Summary:

- ❖ Highly energetic and motivated individual over 03 years of experience as Executive, HR & Admin.
- ❖ A team player and an excellent motivator.
- ❖ Excellent knowledge in Payroll and Leave management.
- ❖ Good knowledge about Bangladesh Labor Act 2006, amendment 2013.
- ❖ Skilled in documentation through proper filing system.
- ❖ Well-versed in devising and implementing administrative and clerical strategies to meet the needs of the department
- ❖ Able to grow positive business relationship with agents/customers and colleagues at all levels of the organizations.
- ❖ Superior technical, interpersonal and communication skills
- ❖ Exceptional ability to maintain a professional, neat and groomed appearance adhering to standards.

Employment History:

Total Year of Experience: 03 years 05 months.

1. Executive, HR & Administration (August 1, 2016 – Till now)

Catharsis International

Company Location: Banani, Dhaka.

Department: HR & Administration.

Duties/Responsibilities:

- Responsible for keeping good communication with foreign delegate.
- Arranging interview schedule and conducting interviews coordinating with foreign company representative for overseas employment.
- Responsible for accommodation and transportation for delegates.
- Supervising all supporting staff and security guard in head office.
- Keeping proper documentation and following proper filing system.
- Receive and dispatch all incoming and outgoing documents and maintain the document register properly.
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Handling monthly payroll, preparing salary statement and submit report to manager.
- Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee.
- Following up vehicle register and make sure it is maintained properly.
- Assisting day to day operations of the HR functions and duties directed by management requirement.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pass. Year	Duration
MBA	Management	University of Dhaka	CGPA:2.77 out of 4	2017	2014-15
BBA	Management	National University	CGPA:2.94 out of 4	2016	2010-14
HSC	Business Studies	Jatir Pita Bangabandhu Degree Collage	GPA:4.10 out of 5	2010	2009-10
SSC	Business Studies	Vennabari High School	GPA:4.25 out of 5	2008	2007-08

Professional Courses:

Course Title	: Post Graduate Diploma in Human Resource Development (PGDHRM).
Institution	: Bangladesh Institute of Management (BIM).
Roll No	: 19DH295
Session	: 2019
Result	: Running
Location	: 4, Shobhanbag, Mirpur Road, Dhaka-1207.
Course Title	: Graduate Diploma In Computer Science and Engineering (GDICSE).
Institution	: National Institution of Technology (NIT).
Registration No	: 1433434
Session	: 2016-17
Result	: 4.38
Location	: Dewan Mansion(3rd Floor), Mirpur-10 (Golchattar), Dhaka-1216.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangle	High	High	High
English	High	High	High

Special Qualification:

- Quickly adopt with office environment and strong communication skill.
- Good with team work and decision making.
- Follow work ethic strongly and define work priorities.
- Capable to multi-task under pressure and meet deadline.
- Strong proficiency in Microsoft office applications, Adobe Photoshop & Illustrator and Goggle Software.
- Good knowledge about web browsing and social media, software installation and operate.
- Fluent in Bangle and English.
- Typing speed in Bangle 25wpm and English 40wpm

Extra Curriculum Activities:

- ❖ Active member in Adventist Youth Club, Dhaka
- ❖ Cultural Secretary of Ambari Youth Club, Gopalganj.
- ❖ Take part in organizing Annual Sports program in Douglas Memorial High School, Kotalipara.
- ❖ Participated as a volunteer in arranging Easter Sunday program organized by Pastor Fellowship.
- ❖ Participated arranging social cultural program of 50 Years Anniversary of Bangladesh Adventist Seminar College.

Hobbies and Interests:

Playing sports, traveling places, reading books, meeting new people and friends, spending time with family.

Personal Details :

Father's Name : Chittoranjon Baroi
Mother's Name : Monika Baroi
Date of Birth : July 8, 1993
Gender : Male
Blood Group : AB+
Height : 5.4 Feet
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 8211299824
Religion : Christian
Permanent Address : Vill: Paikerbari, P.O: Vangarhat, P.S: Kotalipara, Dist: Gopalganj
Current Location : Dhaka

Reference (s):

Reference: 01

Name : M. Manik Miah
Organization : Catharsis International
Designation : Deputy General Manager
Address : H#11, R#22, Block# K, Banani,
Dhaka-1213.
Mobile : 01742744099
E-Mail : hr.catharsisintl@gmail.com
Relation : Professional

Reference: 02

Mr. Moses Baroi
RM Febrics
Marketing Manager
H# 33, R# 02, Sector# 10, Uttara,
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01927250107
alphatex2012@hotmail.com
Relative

I assure that the above mentioned information is true and genuine to the best of my knowledge and belief. I am undersigned hereby declare that I will be responsible for my wrong information provided here.

Signature :
Date : 16/01/2020



ShetuBaroi