

Curriculum Vitae

Of

MD. Mahfuzul Alam

6/5 ka, Norda Baridhara Gulshan 2 Dhaka 1212

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Objective: I would like to make use of personality, decorum, manner of conducting myself, soft skills, for rendering my service and responsibilities. This would help me to seek guidance from the team leader and colleagues in my work and gaining experience.

Job Experiences:

Human Resources Officer.(1st April2018- Continue)
Radisson Blu Dhaka Water Garden Hotel.
Airport Road Dhaka Cantonment,
Dhaka -1206

Duties and Activities:

- Maintaining HRIS of all employees.(KORMEE)
- Attendance and Leave management. Everyday check and update employee attendance and leave.
- Preparing Salary sheet attendance every month before deadline.
- Overtime, rest day allowances and festival day allowance check and enroll into the system.
- Maintain zero percent error attendance before the salary month in the system.
- Preparing Casual employee salary as per attendance and requisition approval.
- Submit casual employee journal every month before deadline to the finance department.
- Maintain access control system for employee punch in and punch out.
- Maintain Micros Control system for staff café goods issuing.
- Checking and controlling goods in the staff café through Micros Control (MC).
- Making smooth operation to perform corporate HR program.
- Coordinate the corporate training program for the employees.

Assistant Merchandiser.(11th December 2017- 28th February 2018)
Tania Fashions Ltd.
Pallabi Block B, 11.5 Mirpur Dhaka-1216

Duties and Activities:

- Sample sourcing, planning for shipment.
- Follow up Fit Sample.
- Analyze buyer's comments

- Collecting embroidery sheds and checks as per buyer's requirement.
- Networking with embroidery and accessories and sub contract personnel.
- Looks after PP Sample as per buyer's requirement and providing samples to buyers.
- Analyzing tech-pack.
- Making Swatch card of fabrics.
- Making Trim Card for accessories.
- Assort packaging, Solid packaging.

Internship Experience:

HR Trainee. (1st September 2015- 30th November 2015)

Radisson Blu Dhaka Water Garden Hotel
Airport Road Dhaka Cantonment,
Dhaka -1206

Duties and Responsibilities:

- Coordinated the Yes I Can training program.
- Keeping trainee records.
- Issuing police clearance and medical test letter to the trainees.
- Checking Casual Employee attendances.
- Issuing the casual and trainee name badge.
- Checking staff café food comments.
- Issuing wow card gifts to the employees.

Educational Background:

Program	Subject	Board/ University	Result
MBA(Executive)	HRM	Jahangirnagar University	2.90 out of 4
PGD	HRM	Bangladesh Institute of Management	3.19 out of 4
BBA	HRM	American International University-Bangladesh	3.20 out of 4
HSC	Science	Kushtia Govt. College	3.70 out of 5
SSC	Science	Kushtia Zilla School	4.75 out of 5

Extracurricular activities:

1. Debater at American International University-Bangladesh Oratory Club
2. Volunteer of Volunteer for Bangladesh at Jaago foundation Bangladesh.
3. Member at Bangladesh Society for Human Resource Management.

Certification and awards:

1. Stood 3rd in the Annual Siratunnabi (SM) 2007 on public speaking competition at Kushtia Zilla School.
2. Stood join 3rd in the Annual Siratunnabi (SM) 2008 on Public Speaking Competition at Kushtia Zilla School.
3. Stood 1st at annual cultural day of Kushtia Zilla School on Wall Paper competition 2008.

4. Stood 1st position in the General English Public speaking course at S@ifur's Kushtia.

Participation:

1. 3rd NDF BD Debate Festival 18-19th May 2007 at Kushtia Zilla School.
2. Khulna Divisional Debating workshop 2008 at Kushtia Zilla School
3. 13th AIUB Oratory Club Public Speaking competition 2013 at AIUB
4. CUET DS 4th National Tarunno Utsob Debate Fest 2014
5. JUDO National Debate Fest 2014
6. Creating a High Performance Work Culture: Looking beyond Talent Management organized by Bangladesh Society for Human Resource Management (BSHRM)

Personal Details:

Father's name : MD. Rafiqul Alam
Occupation : Retired Government Service Holder.
Mother's Nam : Nilufer Jesmin
Occupation : Primary School Teacher
Date of Birth : 16-01-1994
Nationality : Bangladeshi (By Birth)
National ID NO : 19945017975000215
Blood group : B+
Permanent Address : Village : Chourhas, Post: BSCIC, Thana+ District: Kushtia 7000

References:

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Signature:



MD. Mahfuzul Alam