

MD. Nabil Barket

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Career Objective:

To align personal career goals with corporate objectives in order to be a worthy human asset for an organization in addition to acquiring personal growth in the dynamic field of Human Resources

Work experience:

North End Coffee Roasters -HR Officer (April 05, 2019-Continuing):

Responsibility:

- Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Develop job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program counseling managers on candidate selection
- Negotiation with staff and their representatives on issues relating to pay and conditions.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource information system records and compiles reports from the database.
- Contributes to team effort by accomplishing related results as needed.

Key Achievement:

- Assist top management to develop own HR policy.
- Contribute approx. 90 % of total recruitment from April'19 till Date.
- Placement of 100 % employee for café function.
- Set up a compliance team to maintain & monitor different policy. Like-Bangladesh Labor Law, Consumer Right Act, Food Safety Act.
- Reduce employee turnover rate 8% compare to last three-year Data.
- Reduce late attendance rate around 13% compare to last one-year Data.

BKMEA-Compliance Trainee (July 11, 2018- January 12, 2019) Area of Work:

- Ensure worker Rights based on BLL-2006
- Organize and patronize PC,WPF,Pf &Trade union
- CSR & welfare issues to ensure safe workplace
- Maintain HR & compliance related legal documentation

Academic Credentials:

✓ **Master of Business Administration (MBA)**

Name of the Institute : University of Dhaka
Major : Human Resource Management
Graduation year : 2019
Result : **CGPA 3.33** (on a scale of 4.00)
Major Result : **CGPA 3.63**

✓ **Bachelor of Business Administration (BBA)**

Name of the Institute : North South University
Graduation year : 2017
Major : Human Resource Management
Result : **CGPA 2.54** (on a scale of 4.00)

✓ **Higher Secondary Certificate (HSC)**

Name of the Institute : Dhaka Commerce College
Name of Board and year : Board of Intermediate & Secondary Education, Dhaka (2011)
Group : Business Studies
Result : **GPA 4.90** (on a scale of 5.00)

✓ **Secondary School Certificate (SSC)**

Name of the Institute : Motijheel Model High School and College
Name of Board and year : Board of Intermediate & Secondary Education, Dhaka (2009)
Group : Business Studies
Result : **GPA 4.44** (on a scale of 5.00)

Professional Credentials:

✓ **Post Graduation Diploma in Human Resource Management(PGDHRM)**

Name of the Institute : Bangladesh Institute of Management
Graduation year : 2018
Result : **CGPA 3.75** (on a scale of 4.00)

Skills Summary:

- ✓ Computer : MS office and Basic computer operating.
- ✓ Language : Bengali and English.
- ✓ Communication : Good interpersonal and communication skills.
- ✓ Presentation : Good presentation skills.
- ✓ Law : Bangladesh Labour Law-2006

Extra-Curricular Activities:

- ✓ General member of Cine & drama club of North South University, Year (2012-2014)
Performance: Annual Drama, club carnival, workshop production.
- ✓ General Member -NSU HR CLUB(August 2015-December 2016)
- ✓ Participate NSU-HAAT BAZAR,Fall-2015

Personal Details:

- ✓ Date of Birth: August 8, 1994
- ✓ Nationality: Bangladeshi
- ✓ Religion: Islam
- ✓ Marital Status : Single

References:

Kazi Ahsan Maruf, CFA

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Prof. Ali Akkas

Professor & Chairman

Department of Management

University of Dhaka

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Declaration:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

MD. Nabil Barket