

NADIRA ISLAM

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Career Objective:

Strong analytical thinker, constructive problem solver, and an excellent communicator, Certified MS Office professional with the ability to manage multiple tasks with great professionalism. Looking for new opportunities for further growth.

Career Summary:

Experienced Admin Executive with 9+ years of experience in working with group of company where multifunctional unit need to deal, Like Airlines, Travel & Tourism, Hospitality, Cargo Sector, shipping line, Logistics, freight forwarding, agent ship business. Have finished M.A and also B.A(Hon`s) in English from National University. Experienced skilled knowledge in computer program(Microsoft Word, Excel, Power Point, HRIS, ERP, EAMS, ETC).

Special Qualification:

GDS System.
HRMS System.
Online & Offline operational issues
GEAMS and
Advanced knowledge in database management and office management to handle tactical day-to- day administrative matters.
Digital equipment using ETC

Employment History:

Total Year of Experience : 9.7 Year(s)

1. Sr.Executive- Admin & Corporate Support (April 2, 2011 - Continuing)

Galaxy Bangladesh Group

Company Location : Gulshan-1

Department: Administration

Duties/Responsibilities:

1. Establish and implement administrative procedures in line with organizational requirement. 2. Coordinate and Look after Legal Docs management like Lease agreement, CAAB legal issues, Aircraft Ground handling issue, Rental agreement, HSIA (Airport) legal issues, internal legal issues, Rental Vehicle Agreement etc through GEAMS system. 3. Transport management Like Vehicle Fitness Renewal, Tax Token Renewal (BRTA Issues), insurance, Repair, Maintenance & Fuel Consumption record of whole group by Log Book maintenance Including DTDC courier operation Vehicle. 4. Responsible for Apron Pass, Driver apron pass, Driver Security pass for HSIA (Passenger side & Cargo Village), permission for Different Airlines Logo on Airport area vehicle, Advertisement on Vehicle permission, Trade license & sign Board permission issue, MISC permission for City Corporation ETC. 5. Ensure Safety & security of total group of premises. Maintain Burglar Alarm System (IDS), CCTV, Smoke detector system, Fire Extinguishers for the office premises and vehicle, 24/7 Guard personnel & their security instrument management. 6. Ensure the Issuance of Office Uniforms of Airport Operation Officer, Hospitality Assistant, OSS, Driver, Loader and Porter. (200 aprx Staff) 7. To receive complain of all repair/ maintenance/utility and infrastructural issues and to take corrective measures in liaison with the utility services staff. 8. Responsible for procurement and office maintenance issue centrally for whole group of company and manage Monthly central report of procurement. 9. Control and supervise the expenditures of Refreshment for guests and Overtime & Conveyance Of OSS, Driver, for whole group, all kind of bill sorting 10. Facilitation of information flow, coordination of schedule and other logistic support of group company staff and even management. 11. To keep updated records of all Furniture, Office Equipment, Cookeries and other casual accessories. 12. Dispose of the damaged /serviceable items time to time and to keep records. 13. To Liaise and maintain relation with different

service provider/organization and government authorities for matters related to Companies interest. 14. Total Printing work will run by Admin Dept. (Promotional Item like yearly Calendar, Note Book, Mug, Umbrella, T-shirt, Ramp Jacket and Visiting Card, Letter Head pad, Money receipt, Airport Immigration Departure/Arrival Card ETC)

14. Supervise whole office premises cleaning by maintain check list. 15. Prepare annual property report. 16. Monthly Report of each segment of Administrative functions. 17. Ensure timely attendance and discipline of OSS, Driver, Loader /porter, Guard of total group

18. To keep record of all land properties document/updated the same (Land Tax/City corp Tax) etc. 21. As an Admin person in time of any Event have to exercise important role. 22. As a Group of Comp any Admin dept. is responsible for almost 38 sister concern including Five Airlines like QATAR AIRWAYS Cargo, BANGKOK AIRWAYS, MALDIVIAN, OMAN AIRWAYS, Tiger Airways Cargo. So as a group executive Admin have to look after all the administrative issue of whole Group. 23. Any other tasks, as assign by the Higher Management. (Chairman, President & CEO, Director, CCO, VP, GFC and Business units Head).

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration	Achievement
M.A in English	English	National University	Second Class, Marks :45%	2013	2 years	2nd Class
B.A(hon` s)	English	National University	Second Class, Marks :50%	2011	4 years	2nd class
PGDHRM	Human Resource Management	Institute of personal management	Enrolled	2013	1 Year	-
HSC	Humanities	Barisal Govt. women's College	CGPA:4.2 out of 5	2004	2 years	Grade A
SSC	Humanities	Barisal Govt. Girls High School	CGPA:3.88 out of 5	2002	2 years	Grade A-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
GALILEO	GDS(Global Distribution System)	Galileo	Bangladesh	Gulshan	2012	3 Days

Career and Application Information:

Preferred Job Category : General Management/Admin, NGO/Development, HR/Org. Development
 Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 40000
 Expected Salary : Tk. 50000
 Preferred District : Dhaka
 Preferred Country : United States
 Preferred Organization Types : Logistic/Courier/Air Express Companies, Multinational Companies, Embassies/Foreign Consulate, Consulting Firms, Airline, Travel Agent, Freight forwarding, Group of Companies, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> GDS SYSTEM Administration 	Online ticketing and reservation in different airlines like Air India express, Regent airways, Indigo airlines etc..and also i have knowledge about some GDS system like Galileo...

Extra Curricular Activities:

Manage procurement with befitting manner, Using GEAMS in different purpose, Recruiting assistant of HRD in different purpose, manage personal verification of certain dept. staff, manage whole group filing issue ETC.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	High

Personal Details :

Father's Name : Afzal Hossin
Mother's Name : Nazma Akther
Date of Birth : December 4, 1986
Gender : Female
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 9143446715
Religion : Islam
Permanent Address : 21/a satish sarkar road, Gandaria, -1204, Gendaria TSO, Sutrapur, Dhaka 1204
Current Location : Dhaka

Reference (s):**Reference: 01**

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Reference: 02

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