

Md. Azharul Islam MBA (HRM), PGD-HRM

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

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#### **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



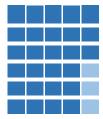
#### **LANGUAGES**

BANGLA ENGLISH



#### **PERSONAL**

COMMUNICATION
RESPONSIBILITY
LOYALTY
TEAM PLAYER
CREATIVITY
SOCIAL



# **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.

# **Previous Experience:**

Kenpark Bangladesh (Pvt) Limited (Sr. Executive)

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

Chittagong, Bangladesh.

**Service Year**: 28<sup>th</sup> March 2016 – 19<sup>th</sup> 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

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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**

▶ Independence Day 2018Father's Name: Azimuddin AhmedOrganized by Volunteer for<br/>BEPZA. As a Team Member.Mother's Name<br/>Nationality: Anowara Khatun<br/>Bangladeshi by Birth

Religion : Islam

► Environmental Safety – Date of Birth : 15th August 1987

Permanent Address : M/S Aman Store (2<sup>nd</sup> floor), 12 New

Chaktai, Chittagong.

Organized By Independent University as a Team leader.

▶ Workers Day 2014 Organized by Kenpark Bangladesh (Pvt) Limited. As a Team Member.

▶ Blanket Drive 2016 Organized by Chaktai Committee. As a Team Leader.

# REFERENCES

Major Dr. Kamrul Huda Mr. Moslehuddin Khaled

Head of Surgeon Senior Lecturer

Comilla Cantontment Independent University

Cell: 01757677661 Chittagong

Kamrul.huda87@gmail.com Cell: 01558120676

Email: mmckhaled@gmail.com

I hereby acknowledge & authenticate, every bit of information mentioned in this document is correct by all means.

Sincerely yours,

(Md.Azharul Islam)