

# Md. Maruf Jahan Rana

Dag no-1086, Khilbarirtak, Vatara, Gulshan, Dhaka-1212

E-mail : [marufjahan@live.com](mailto:marufjahan@live.com) , Cell-01671-670289



Post-graduation in Human Resource Management (MBA) and Economics (MSS). Has experience of handling human resource of the company and overall administration responsibilities. An effortless presenter and has been arranging and conducting training sessions, orientations as well as various corporate events. Has been preparing and maintaining employee database including attendance, leave, overtime and OD reports. Has proven skills in MS office suit. Looking forward to join a great organization and build a stable career.

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## Education

<b>MBA</b>	<b>Manarat International University, Major in HRM, CGPA: 2.95 out of 4</b>
<b>MSS</b>	<b>National University (Govt. Titumir College), Major in Economics, 2<sup>nd</sup> Class</b>
<b>BSS</b>	<b>National University (Govt. Titumir College), Major in Economics, 2<sup>nd</sup> Class</b>
<b>HSC</b>	<b>Adamjee Cantonment College, Dhaka, Major Humanities, CGPA: 3.80</b>
<b>SSC</b>	<b>Khilbarirtak Islamia High School, Dhaka, Major Science, CGPA: 3.06</b>

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## Experience

**September, 2018**  
**- Present**

**Patriot Spinning Mills Ltd., Asst. Manager (HR & Admin)**

Manage and Monitor employees Leave, Tour and regular attendance.  
Assist to conduct the recruitment and selection process.  
Maintain and update HRIS and Employees personal profile.  
Maintained all records pertaining to incentives, bonuses, increments, overtimes, allowances, Loan adjustments & Payroll management etc.  
Issued Offer letter & Appointment letter and others Joining formalities of new Employees.  
Prepare & Implementation of human resource policies and procedures.  
Maintain and update various certificates and Insurances (OCS, Oeko-Tex, Fire policy) etc.  
Ensuring a healthy workplace, meals, hygiene and environment.  
Coordinating office events such as corporate party, corporate events.

**December, 2016-**  
**September, 2018**

**Nitol Motors Ltd. Executive (HR & Admin)**

Manage and Monitor employees Leave, Tour and regular attendance.  
Assist to conduct the recruitment and selection process.  
Maintain and update HRIS and Employees personal profile.  
Administered company benefits in compliance with policies, such as Laptop Policy, Salary advance, Loan Policy, Motor Cycle Loan Policy, Car Loan Policy, etc.  
Preparing organogram of different departments and updating time to time.  
Explain the various policies, strategies, and benefits to employees.  
Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.  
Assist & Conducting training and development session.  
Assist to Implementation of HR & Admin policies and procedures.

**October 1, 2014-  
November 27, 2016**

**Granville Group. Officer (HR & Admin)**

Monitor & maintain leave, tour & attendance.  
Update the employee database & maintain the master database of employee.  
Prepare monthly and yearly leave & tour report.  
Conduct recruitment & selection process.  
Maintenance of the vehicles for the transport pool.  
Monitoring activities and functioning as per official process of different sections.  
Ensure all associated administration duties.  
Receiving foreign guest from airport.  
Arranging meetings with client.  
Fixed assets management.  
Follow up full purchasing procedure (from requisition to bill payment).  
Providing office ID card and business card to newly joined employee.  
Conducting new employee orientation & on boarding.

**March 2, 2013 -  
June 30, 2014**

**Apollo Hospital Dhaka, Officer (Administration)**

Transport Management.  
Maintenance of office assets.  
Arrange office parties.  
Receiving foreign doctors, guest and VIP visitors.  
Coordinating office events.

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**Skills**

**Practical skills**

- Training & Development
- Strategic Planning
- Staff Relations
- Event Management

**Computer skills**

- Microsoft Office Suite
- HRIS
- Photoshop

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**Personal Information:**

**Father's Name** : Faruk Ahmed  
**Mother's Name** : Noor Jahan  
**Date of Birth** : 1<sup>st</sup> February, 1987  
**Nationality** : Bangladeshi (by Birth)  
**Marital status** : Married  
**Religion** : Islam (Sunni)  
**Blood Group** : A+

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**Reference**

**Mohammad Robiul Islam**  
Manager (Admin, Fire Safety and Security)  
Nitol Niloy Group  
**Cell- 01919-095175**

**Forhad Hossain**  
Sr. Executive (Accounts)  
Procharon Communication Ltd.  
**Cell- 01911-770311**