

## Resume of

# Md. Kamruzzaman

Address: 169/1-B,

Shanti-Niketon, Dhaka.

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### **CAREER SUMMARY:**

Human Resources Generalist with more than six years of experience managing hiring and onboarding, employee benefits and payroll, performance management techniques, HR records, and also administration. Reliable, competent, and organized team member with strong communication, team-building, and relationship management skills.

### **PERSONAL STRENGTH:**

- \* Good Communication skill.
- \* Ability to work under pressure.
- \* Creative thinker.
- \* Quick learner & self-motivated.

### **EMPLOYEMENT HISTORY:**

Working as Transformational HR to The Daily Protidiner Sangbad as representative of Fabian Group and previously worked for Rupayan Group HR. A synopsis of my 6.5 years of experience is given below:

#### **1. Senior Executive - HR & Administration (November, 2020 to Continuing)**

**Fabian Group** (Protidiner Sangbad)- Tejgaon I/A, Dhaka-1208.

##### **Major Responsibilities:**

- ❖ HR Planning for current & future needs.
- ❖ Develop the company's HR strategy, policies, organizational chart, and practices, as well as ensure that policies are understood and applied fairly and effectively.
- ❖ To ensure employee training for development & reach goals.
- ❖ Assist to ensure recruitment and selection as per requisition.
- ❖ To make employees KPI & Performance appraisal.
- ❖ Prepare numerous reports in accordance with top management requirements.
- ❖ Prepare employees payroll (ERP) & other remuneration related work.
- ❖ Arranging weekly & monthly meetings as per schedules.
- ❖ Ensure all kinds of compliance issues (documentation, audits & other legal work).
- ❖ Any other related task delegated by upper management.

### **Achievements**

- ❖ ERP software Implement.
- ❖ Founder of Digital marketing team.
- ❖ Develop new employees working policy, standard organogram & strategy.
- ❖ Proper Compliance Management implement.
- ❖ Develop proper Store & Inventory Management.
- ❖ Develop a proper file management system.

2. **Executive - HR** (August, 2018 to November, 2020)

**Rupayan Group** – Rupayan Center, Mohakhali, Dhaka.

**Duties/Responsibilities:**

- ❖ Maintained recruitment and selection process as per requisition.
- ❖ Prepared promotion, increment, separation, and confirmation related work.
- ❖ Ensured proper maintenance of all personnel files and HR related documents.
- ❖ Developed all kinds of policies as per management requirements.
- ❖ Prepared payroll & maintained ERP (ONGKO) software.
- ❖ Prepared daily & monthly attendance, absence, leave, etc.
- ❖ Ensured disciplinary action and conducted departmental queries & grievances.
- ❖ Prepared monthly performance reports for Sales & Digital marketing.
- ❖ Other tasks assigned by management.

3. **Jr. Executive - HR & Administration** (January, 2016 to August, 2018)

**Dekko Food Ltd** – Dhanmondi, Dhaka.

**Duties/Responsibilities:**

- ❖ Responsible for Recruitment & Selection process.
- ❖ Maintained Personal files & other documents.
- ❖ Prepared daily attendance and maintained absenteeism record.
- ❖ Other HR & Administration Worked.

**ACADEMIC QUALIFICATION:**

**Executive Masters of Business Administration**

**East West University-** Field of Study HRM

Session: Spring 2021, Credit Completed 33 (out of 42)

**Bachelor of Business Administration**

**University of Science & Technology Chittagong-** Field of Study HRM

CGPA- 3.02 (Out of 4), Passing Year- 2015

**Diploma in Business Studies**

**Cumilla Govt. Commercial Institute-** Field of Study Business Studies

GPA- 4.71 (out of 5), Passing Year- 2010

**PROFESSIONAL QUALIFICATION:**

**PGDHRM** - Bangladesh Institute of Management, Passing Year- 2019.

**Bachelor of Law** - National University, Session- 2020/21 (Continuing).

**TRAINING SUMMARY:**

- ❖ 01 day long 'Leadership' training under Rupayan Group.
- ❖ 03 weeks long 'Recruiting & Hiring employees' course under Coursera.org.
- ❖ 04 weeks long 'Managing Talent' course under Coursera.org.
- ❖ 01 Month long 'Business Communication Skills' training under British Council.

**EXTRA CURRICULAR ACTIVITIES:**

- ❖ **Media Editor-** at International Human Rights Journalist. (Feb'2022 to present)

❖ **Former Board of Directors-** at Business Club of USTC (Jan'2015 to Aug'2015).

**COMPUTER SKILLS:**

- ❖ Good command of Advance level Microsoft office (Word, Power Point & Excel).
- ❖ Good working knowledge of ERP Software.
- ❖ Good working knowledge of internet & social media activities.

**PERSONAL INFORMATION:**

Father Name : Md. Abu Taher  
Mother Name : Mst. Kamrun Naher  
Permanent Address : South Perul, Lalmai, Cumilla.  
Date of Birth : 10 March 1992  
Gender : Male  
Religion : Islam  
Marital Status : Unmarried  
Height : 5 Feet 7 Inched  
Nationality : Bangladeshi  
Passport Number : A02317959

**REFERENCES:**

**Farhana Rahman Urmī**  
Head of HR  
The Business Standard (Orion Group), Dhaka  
Cell: 01734212520

**Shahriar Mahmud Khan**  
Head of HR & Administration  
Dekko Food Ltd, Dhaka  
Cell: 01845743300



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Signature  
**Md. Kamruzzaman**