



NAME

S.M Kamal Uddin Ahmed

Looking for Sr.Officer/Asst.Manager- HR, Admin, Payroll Job

WORK EXPERIENCE

HOP LUN APPAREL BD LIMITED (MNC)

Gazipura, Tongi, Dhaka, BD

Sr.Officer HR & Admin:

(February 01,2018-to Continue)

Job Responsibilities :

- To implement and monitor the HR plan and policies and provide full and professional HR services in the company.
- To do Day-to-day general administration that includes daily attendance, leave, safety, recruitment, Legal & Corporate affairs.
- Preparing Monthly Salary Sheet, Pay slip & Check list Distribution for cross check p2p.
- Prepare Maternity bill & final settlement for concerned employees.
- Issuance, collection of Performance Appraisal Form and obtain feedback from the Concerned Department or Unit Head and get recommendation from Head of HR
- Maintain required Database in HRIS of Monthly Joined Staff, Probation Status, Confirmation Increment & Annual Increment Status, Monthly Job Changes Status.
- Analyze organizational need, identify, prepare & implement policy, rules & regulations.
- Employees Mobile Banking Opening to closing (Rocket/DBBL) Payment.
- Ensure Orientation Training to Exit interview.
- Grievances Mechanisms Handling as per BLL2006. Preparing Job Description as per needed.
- Ensure congenial IR (industrial relations) environment in the company and provide appropriate advice's while dealing with workers' representatives.
- Implement and monitor company admin, security and other policies as appropriate and develop those further

✉ Kamal91.ska@gmail.com

☎ +8801719434546

📍 91/B, Flat 3/B, Chowrasta, Gazipur, Dhaka, Bangladesh

in Kamal7474008.linkedin.com

🐦 Kamal97@twitter

ABOUT ME

Human Resources Management Professional Employee. Interested & Looking for an Opportunity as a Payroll, HR and Administration Profession. Experienced in HRIS, Payroll, Compensation & Benefits. Recruitment Specialist. Self-Driven and Motivated to take challenges to Deliver Best result for Achieved the Company Fixed Goal. Performance management system.

PERSONAL DETAILS:

Fathers Name : S.M GIAS UDDIN
 Mothers Name : HAMIDA KHATUN
 Permanent Address : SADAR, MYMENSINGH
 Marital Status : MARRIED
 Religion Status : ISLAM
 NID : 61152333666710
 Gender : MALE
 Date of Birth : 15 MAY 1989
 Nationality : BANGLADESHI BY BIRTH
 BLOOD GROUP : B (VE+)

SKILLS

Proven HR Experience. Adaptive to culture.
People Management. Capability
Development. Communication Skilled.
Innovative & creativity.
Sound knowledge on BLM 2006, BLM 2015.
Result Driven & responsiveness.
People Leadership.

SOFTWARE

Excel	★	★	★	★	★
PowerPoint	★	★	★	★	★
Word	★	★	★	★	★
Photoshop	★	★	★	★	★
HRIS	★	★	★	★	★
BKMEA BIO-METRIC	★	★	★	★	★

REFERENCES

Mr. Arif Chowdhury
AGM, (Admin, HR & Compliance)
AKH Green Project
Professional relation,
Mac.arif@gmail.com
Cell-01715002025

AL-MUSLIM GROUP (DHAKA)

Ashulia, Zirabo, Dhaka, BD

Officer HR & Admin:

(December, 26, 2015-31 January 2018)

Job Responsibilities :

- To arrange, conduct & process employees Recruitment & Selection as per set Recruitment & Selection policy & Procedure and ensure that a fair recruitment is followed
- Prepare & Issue ID card, Leave, attendance and Disciplinary action.
- To maintain & prepare employee 'Resign List' and 'New Recruitment List' for every running month.
- Increment letter, promotion letter, proper documentation of staff personal file.
- Housekeeping, Office Transport, Govt. Liaison Office related work. BRTA, Labour Office, Local police station.
- Make workers aware about Health, Hygiene and Safety issues.
- Procurement Office items and Supervised Office, Peon, Cleaner, Security, Drivers Duty, Vehicle Document, Fuel Record .
- To Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.

EDUCATION

2022	EMBA HRM University of South Asia (Continue)
2018	PGD HRM
Dhaka	BIHRM
CGPA	3.64 Out of 4
2015	MSS (Political Science)
Bangladesh	University of Dhaka
CGPA	2.31 Out of 4
2013	BSS (Social Science)
Dhaka	National University
CGPA	Second Division
2009	HSC (Humanities)
CGPA	2.30 Out of 5
Dhaka	Government Bangla College
2004	SSC (Science)
Dhaka	Mymensingh Jute mills adarshya bidyapith