

## MD. MOHEUL ISLAM

Address: bti Landmark. Plot: 549/646, Zakir Hossain Road,  
Wireless Moor, West Khulshi, Chattogram.  
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### **Career Objective:**

Human Resources Management Professional seeks opportunities where experience in staffing, internal program development and management, employee relations and project management will enhance a company's overall strategic plan and direction.

### **Career Summary:**

In-Charge of overall Human Resources, Administration & IT Support Services on bti-Chattogram. In-Charge of Human Resources & Administration at Jasa Technologies Ltd. Specialized experience and knowledge on HR & Admin, Accounts and IT.

### **Employment History:**

**Total Year of Experience : 8.5 Year(s)**

#### **1. Assistant Manager-HR & Admin ( June 17, 2015 - Continuing)**

##### **building technology & ideas ltd.**

Company Location: bti Celebration Point, Gulshan, Dhaka-1212.

Job Location: bit Chattogram Corporate Office.

Department: HR & Admin

##### **Duties/Responsibilities:**

1. Assisting in Human Resources Planning, Organizing, Promotion, Motivation, Leadership, Monitor, review and implement policies related to recruitment management, employee communication, performance management, time management, payroll management, Employee welfare, training & development. Also assisting in formulating HR strategies and policies for the company.
2. Follow up Attendance, Leave Management, Disciplinary actions, expenditures like staff & workers salary & wages, overtime allowance, incentives, Final settlement bill etc.
3. Follow up daily HR & Admin related activities as organization demand as per the Company policy.
4. Deal with recruitment & selection process, training & development, compensation and benefits, performance appraisal and organizational development, Disciplinary procedure, Grievance handling.
5. Conduct HR related works such as appointment, confirmation, promotion, placement, transfer, termination and service agreements etc.
6. Conduct of orientation and training course for the newly recruited employees, preparing different presentations, organizational chart & HR related analysis.
7. Assisting in maintaining of personnel files and Monitoring to ensure proper maintenance of all Employee Database in HR software.
8. Focusing on the staffs' skill enhancement and creating working environment.
9. Coordinate with different department heads to understand human resources and admin issues and identify solutions.
10. Follow up Catering (Lunch) & tiffin and snacks shop service by quality and quantity.
11. Follow up all type local and overseas purchase of stationary & others, based on requisition from different department.
12. Maintain and control all office pool car, Support Staff (peon), Driver, Cleaner, Security, Utility services, WASA bill, Gas bill, Transportation, Office equipment and tools, Health & Safety.
13. Handling local Police Station, Hizra, Local influences, Commercial space rental all issue, tenant management and follow up the tenant support & service monthly rent collection from all tenants of commercial space etc.
14. Maintain & record inventory management, furniture, AC & including others fixed Assets of the Head office.
15. Handling employee grievances and other personnel related issues.
16. Contributes to team effort by accomplishing related results as needed.
17. Follow up and insuring all IT related support service and responsible for IT Department at Chattogram office.
18. Any other responsibilities assigned by management.

#### **2. Assistant Manager-HR & Admin ( November 19, 2014 - June 04, 2015)**

##### **Jasa Technologies Ltd.**

Company & Job Location: 35/2 kazi nazrul islam avenue (4th Floor - South Side), Kawran bazar, Dhaka - 1215

Department: HR & Admin

##### **Duties/Responsibilities:**

1. Maintains the work structure by updating job requirements and job descriptions for all positions.
2. Maintain/review/check employee attendance, leave, holidays, others rules & regulations.

3. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
4. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
5. Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
6. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
7. Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
8. Maintains human resource staff by recruiting, selecting, orienting, and training employees.
9. Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
10. Responsible for overall administration work of company.

3. **Executive HR & Admin ( January 19, 2012 - November 3, 2014)**

**QnQueue Accessories Ltd.**

Company & Job Location: Bokshibazar, Dhaka

Department: HR & Admin

**Duties/Responsibilities:**

1. Maintaining recruitment process and placement of new staff.
2. Prepare and maintain employee's personal files & others files and documents.
3. Monitor vehicles movement register, all kinds of maintenance works, fuel and car maintenance expenses properly.
4. Perform all office administrative work and update safety and security systems. Ensure safety and security of corporate office through proper planning and execution of the security system. Supervise and monitor the support service operations such as cleanliness, canteen management, office supplies, and other logistics supports.
5. Handling disciplinary activities, Handling compliance and health safety issues, New recruitment and staff orientation, Monitoring and maintain leave & salary management.
6. Liaising with vendors for admin needs.
7. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
8. Ability to handle cash, Cheque List, Prepared voucher, Insure accounting daily entries, Prepared Sales & Purchase Bill, Stock maintenance, Maintain daily accounts both manually and integrated software etc. Balance sheet, Prepared monthly statement, All other accounts related duties. SQL software maintains. Regular correspondence with different units banking activities with bank like as cash deposit and withdrawn, Loan etc.

4. **Brand Promoter ( October 1, 2009 - January 31, 2010)**

**Grameenphone Limited. (Under Third party - Windmill Ltd)**

Company Location: Dhaka

Department: Marketing & sales

**Duties/Responsibilities:**

Encouraging to the public for buy GP-handsets and GP-SIM cards. Customer service, support for GP-Handset & GP SIM Card.

5. **Field Interviewer ( September 2, 2008 - March 31, 2009)**

**Insights & Ideas Ltd.**

Company Location: Dhaka. Department: Marketing & Sales

**Duties/Responsibilities:**

Data collection & Interview for the mobile company.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	Stamford University Bangladesh	CGPA:3.38 out of 4	2014	2
Masters of Business Studies ( M.B.S )	Management	National University (Dhaka College)	First Class, Marks: 61.4%	2010	1
B.B.S(Honors)	Management	National University (Carmichael College)	Second Class, Marks :53%	2009	4 years
HSC	Commerce	Police Line School & College, Rangpur.	CGPA:3.3 out of 5	2005	2 year
SSC	Science	Shishu Niketan High School, Rangpur.	CGPA:3.63 out of 5	2003	2 year

**Career and Application Information:**

Looking For : Top/Mid Level Job  
Available For : Full Time  
Preferred Job Category : General Management/Admin, HR/Org. Development  
Preferred District : Anywhere in Bangladesh.  
Preferred Country : America, China, Germany, India, Australia, , France  
Preferred Organization Types : Real Estate, Group of Companies, Plastic/ Polymer Industry, Motor Vehicle body manufacturer, Multinational Companies, IT Enabled Service, Garments, Electronic Equipment/Home Appliances, Manufacturing (FMCG), Event Management and NGO.

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>HR &amp; Administration</li><li>IT Support Service</li><li>Accounts</li></ul>	Experienced overall local head of Human Resources, Administration & IT support service in bti-Chittagong with a demonstrated history of working in the real estate, IT and Plastic industry. Skilled in Management, Interviewing, Recruiting, Training, Employees Motivation, Organizational & Human behavior, Human Resources and handle all over the administration. Strong Human Resource Management professional with a M.B.A (Master of Business Administration) focused in Human Resource Management from Stamford University Bangladesh.

**Language Proficiency:**

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

**Personal Details :**

Father's Name : Md.Moshin Ali  
Mother's Name : Lovely Begum  
Date of Birth : December 25, 1988  
Gender : Male  
Height : 5 feet 11 Inch  
Marital Status : Married  
Nationality : Bangladeshi  
National Id No. : 1499514584  
Religion : Islam  
Permanent Address : Holding No # 66, Road No # 04, Vill: Dangirpara, Post: Borobari, Upozila: Rangpur Sadar, Dist: Rangpur.  
Current Location : Chattogram

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Md. Sharifur Rahman	Md. Mahmudul Hoque
Organization	: bti (building technology and ideas ltd.)	ANZ Properties Ltd.
Designation	: Executive Director (Construction)	Chief Operating Officer (COO)
Address	: bti celebration point, Gulshan, Dhaka	Harbour View Building (4th Floor), 721 CDA Ave, Chittagong 4000
Mobile	: +88 01713332924	+8801613441438
Relation	: Professional	Professional

Signature  
Date: