**MD. NAZMUL HASAN NAYAN**



Address: House No:60, Dolphin Goli, Lake Circus, Kalabagan, Dhaka., Kalabagan, Dhaka Mobile No 1: 01673376145

Mobile No 2 :01876280141

e-mail [: nayan.sopnil@gmail.com](mailto:nayan.sopnil@gmail.com)

**Career Objective:**

To be the Human Resources strategic partner in a reputed organization and adding value for the organization with the knowledge, intelligence, skills and hands-on-experiences.

**Employment History:**

**Total Year of Experience :** 2.1 Year(s)

# Junior Officer ( May 5, 2018 – September 30, 2019)

**Abedin Equipment Limited** Company Location: Banani Department: Human Resource ***Duties/Responsibilities:***

* 1. Acquisition of new employees as per approved requisition, proceeding joining formalities & induction, ensuring HR Services and Support.
  2. Maintaining Leave & Attendance of corporate office and branches effecting on Payroll & HRIS.
  3. Administering all type of HR Correspondence.
  4. Yearly Performance Appraisal effecting of monthly base.
  5. Benefit Administration for regular, probationer & contractual employees
  6. Coordinating with all functional units to foster their assignments.
  7. Maintain Employee Relations to motivate and retain stuff.
  8. Proceeding final settlement and other formalities for employee separation.
  9. Maintaining liaison with other business units coherently on a regular basis.
  10. Working on Projects or in any tasks as per instruction of Management.

# International Telemarketing Exicutive ( November 26, 2016 - March 2, 2017)

**Yunus It Limited**

Department: Telemarketing (Outbound)

***Duties/Responsibilities:***

* 1. To call the prospects and follow up
  2. Provide all the information to the prospects
  3. Making appointments
  4. Leeds generation
  5. Work on various projects for various regions
  6. Providing other services assigned by the Management.

**Academic Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** |
| MBA | Human Resource Management | Jagannath University | CGPA:2.69  out of 4 | 2015 | 1 |
| BBA | Management | Jagannath University | CGPA:2.88  out of 4 | 2014 | 4 |
| HSC | Business Studies | Dhaka Commerce College | CGPA:4.5  out of 5 | 2010 | - |
| SSC | Commerce | Manikgonj Govt. High School | CGPA:4.81  out of 5 | 2008 | - |

**Professional Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification** | **Institute** | **Location** | **From** | **To** |
| Post-Graduation Diploma in Human Resource Management | Bangladesh Institute of Management (BIM) | Dhaka | January 12, 2017 | January 23, 2018 |

**Career and Application Information:**

Looking For : Mid-Level Job

Available For : Full Time

Preferred Job Category : General Management/Admin, NGO/Development, HR/Org. Development

Preferred District : Anywhere in Bangladesh.

Preferred Country : Australia, Canada, Cyprus, Germany, Indonesia, Italy, Japan, Switzerland, Taiwan, United States Preferred Organization Types : Banks, Manufacturing (FMCG), Govt./ Semi Govt./ Autonomous body, NGO, Trading or

Export/Import, Multinational Companies, Garments

**Extra-Curricular Activities:**

Former committee member of Volunteer for Bangladesh, Scout, Red-crescent, volunteer etc.

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bangla | High | High | High |
| English | High | High | High |

**Personal Details :**

Father's Name : Md. Golam Mostafa

Mother's Name : Nasima Akter

Date of Birth : July 11, 1993

Gender : Male

Marital Status : Single

Nationality : Bangladeshi

National Id No. : 19932694811000659

Religion : Islam

Permanent Address : 30/94, Shahibag,P.O:- Savar, Thana: Savar, Dist: Dhaka., Savar, Savar, Dhaka 1340 Current Location : Dhaka

**Reference (s):**

# Reference: 01 Reference: 02

Name : Prof. Dr. Monirujjaman Shahidul Islam

Organization : Jagannath University KANIZ GARMENTS LIMITED

Designation : Dean of Business Faculty Manager - HR, Corporate

Address : Department of Management Studies, Jagannath University, Dhaka.

228/A, Tejgaon Industrial Area, Dhaka 1208.

Mobile : +8801772724900 +8801988802233

E-Mail :

Relation : Academic Professional