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Resume of

**SUMON KRISHNO HALDER**

**Address:** IT Park R/A, Bokchor, Jashore.

Contact No.:01726200632,01708495418

Email: [haldersumon64@gmail.com](mailto:haldersumon64@gmail.com)

**Career Objectives:**

I want to give the total support that the organization need, with the experience and capability that I have, in order to achieve organization’s goals and create mutual benefits.

**Job Experiences:**

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| **Executive, Admin (07/05/2017- Till Now),**  Nitol Motors Limited (Service),  100 Milgate,Tongi,  Gazipur  ***Responsibilities:***  1. Providing administrative services by implementing systems, procedures, policies, and monitoring day to day administrative works. 2. Resolving administrative problems by coordinating, analyzing data, preparing reports and identifying solutions. 3. Maintaining all types of license & Approval from different regulatory authorities 4. Keeping liaison with Govt./ Non-Govt. organizations for smooth operation of the company 5. Ensuring safety and security of office premises. 6. Guiding, assigning and coordinating activities of administrative support staffs 7. Ensuring cleaning and tidiness. 8. Maintaining Vehicle pool management. 9. Maintaining utility management 10. Checking & verifying all kinds of bills and forward to accounts Department for payment. | **Sr. Officer, HR and Admin (12/03/2013-30/04/2017)**,  Mamtech Associates,  KA 61/2 Kuril Chowrasta, Dhaka1229.    ***Responsibilities:***  1. Maintained and updated Employees Attendance and Leave related issues 2. Arranged and organized new recruitment process. 3. Maintained office management related task, show-cause, all notice etc. 4. Maintained Vehicle management, Stationary tools and Safety management. 5. Ensured office safety and security with utmost professionalism 6. Maintained the good relationship with the all local government non-government offices and others stakeholders. 7. Prepared / Issued office note, memo, notices, circulars, office orders, meeting schedules, organize meetings, record & circulate to the respective personnel. 8. Provided necessary support to other functions as & when required. |

**Specializations:**

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|  |  The ability to motivate people | | |  |  Good communication skills | | | | |  |
|  |  A responsible attitude |  |  |  |  Computer skill on Microsoft Office. |  |  |  |  |  |
|  |  Decision-making ability |  |  |  |  Accuracy with record keeping | | |  |  |  |

**Personal Details:**

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|  | Father's Name | : Sunil Kumar Halder |
|  | Mother's Name | : Gita Rani Halder |
|  | Date of Birth | : September 01, 1980 |
|  | Gender | : Male |
|  | Marital Status | : Married |
|  | Nationality | : Bangladeshi by Birth |
|  | Religion | : Hinduism |
|  | Permanent Address | : Vill- Boalia,PO-Boalia, PS-Bakergonj, Dist-Barisal. | |

**Education History:**

1. ***Academic Education:***

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| **Degree Achieved** | **Concentration/ Major** | **Institution** | **Result** | **Passing Year** |
| MBA in Management | Human Resource Management | Jagannath University, Bangladesh | 3.90 | 2015 |
| BSc Ag (Hons.) | Agriculture | Patuakhali Science and Technology University, Bangladesh | 3.81 | 2006 |
| HSC | Science | Govt. M M City College, Khulna | 1st Division | 1998 |
| SSC | Science | St. Josephs High School, Khulna | 1st Division | 1996 |

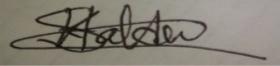
1. ***Professional Education:***

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| **Certification** | **Concentration/ Major** | **Institution** | **Status** | **From -To** |
| PGD in ExecutiveManagement | Management | NCFE, UK | Pass | 2009-2010 |

**References:**

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| --- | --- | --- | --- |
| 1.A.K.M. Shamsul Areefin | | | 2. JibonKrishno Roy |
|  | Additional Secretary | | DGM, DBI-4 |
|  | Ministry of Industries |  | Bangladesh Bank |
|  | Government of the Bangladesh | | Sylhet, |
|  | 91 Motijheel C/A, Dhaka,Bangladesh | | Bangladesh. |
|  | Contact No.: 9564250(off),01552372620(Cell) | | Cell no. 01716365190 |
|  | Email: akmareefin5243@gmail.com | | Email: jibonkrishnoroy@yahoo.com |

**Signature:**

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**(SumonKrishno Halder)**