|  |  |  |
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| **MD. MEHEDI HASAN SHIMUL** | |  | | --- | |  | |
| Address: DattaPara,College Gate,Tongi,Gazipur  Mobile No 1: 01674249440  Mobile No 2 :01968836346  e-mail : mhshimul23@gmail.com |

**Career Objective:**

Creating new network with people, and managing those networks effectively and helping people through the personal network.

**1. Executive (Oct. 03, 2016 - Continuing)**

**Globus Garments Ltd.(A sister concern of Dekko Group)**   
Company Location : Mouchak,Gazipur   
Department: Admin & Logistics

***Duties/Responsibilities:***

1. Assist in developing implementing, maintaining and reviewing of company policies, rules and regulations.

2. Maintain transport and logistics management

3. Waste management

4. Maintain all logistics and put-up files for management

5. Correspondence with Government and Non-government agencies

6. Responsible for all types of requisition processing for procurement purpose.

7. Responsible to renew all licenses and handle govt. affairs.

8. Drafting office order, maintains documentation, prepare report format and presentation.

9. To prepare night allowance bill, off day allowance bill & Childcare allowance bill.

10. Guiding, assigning and coordinating activities of administrative support staffs

11. Prepare night allowance bill, Off day allowance bill & Childcare allowances bill.

12. Provide necessary support to the factory compliance during buyer and certification audit

13. Face any other responsibilities assigned by management

**2.** **Sr.Officer ( June 03, 2014 – Oct. 02, 2016)**

**Niloy-Hero Motors Ltd. (A sister concern of Nitol Niloy Group**)  
Company Location: Mouchak, Gazipur   
Department: Admin & Logistics

1. Follow-up and ensure delivery within lead-time.

2 .Ensure day to day factory administrative activities like attendance, duty roaster checking.

3. Prepare necessary daily and monthly reports.

4. To prepare all types of requisition processing for procurement purpose.

5. Ensure and maintain safe work practice, good housekeeping and maintenance of hygiene.  
6. Control factory vehicle and keep drivers movement records.  
7. To ensure maintenance and all documents of factory vehicles time to time.  
8. Contract with transport provider and arrange transport for logistics support of the company.  
9. Receive interdepartmental note, documentation, and billing and take actions regarding those issues.  
10. Maintain disciplinary procedure.  
11. Any special assignment assigned by the Management.

**3.** **Officer (March 03, 2013 - June 2, 2014)**

**Nitol Motors Ltd. (A sister concern of Nitol Niloy Group**)  
Company Location: Tongi, Gazipur   
Department: Admin & HR

***Duties/Responsibilities:***   
1. Ensure day to day factory administrative activities like attendance, duty roaster checking.

2. To prepare all types of requisition processing for procurement purpose.

3. Renew all licenses and handle govt. affairs.

4. Ensure and maintain safe work practice, good housekeeping and maintenance of hygiene.  
5. Control factory vehicle and keep drivers movement records.  
6. Receive interdepartmental note, documentation, and billing and take actions regarding those issues.  
7. Overall office administration.  
8. Maintain disciplinary procedure.  
9. Any special assignment assigned by the Management.

**Academic Qualification:**

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| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Pas.Year** | **Duration** |
| Masters of Arts | Philosophy | University of Chittagong | CGPA:3.25 out of 4 | 2010 | 1 year |
| Bachelors of Arts (Hon's) | Philosophy | University of Chittagong | CGPA:3.2 out of 4 | 2009 | 4 years |
| PGD HRM | Human Resource Management | Bangladesh Institute of Management Studies | Awarded | 2013 | 6 Month |
| HSC | Business Management | Jhenidah College, Jhenidah | CGPA:4.64 out of 5 | 2004 | 2003-2004 |
| SSC | Science | Kanchan Nagar Model high School | First Division, Marks :60% | 1999 | 1997-1998 |

**Training Summary:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Training Title** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Health and Safety | Dekko Group | Bangladesh | Dhaka | 2016 | 1 Day |
| Customers Relationship Management | Nitol Niloy Group | Bangladesh | Dhaka | 2015 | 1 Day |
| Excel for Professionals (Mid Level) | Nitol Niloy Group | Bangladesh | Dhaka | 2014 | 1 Day |

**Professional Qualification:**

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| --- | --- | --- | --- | --- |
| **Certification** | **Institute** | **Location** | **From** | **To** |
| PGD in HRM | Bangladesh Institute of Management Studies (BiMS) | Shahjahanpur,Badda,Dhaka | January 1, 2013 | June 30, 2013 |

**Extra Curricular Activities:**

creative writing, social work,Traveling

**Personal Details :**

Father's Name : Md. Abdul Bari

Mother's Name : Monoara Begum

Date of Birth : November 23, 1984

Gender : Male

Marital Status : Married

Nationality : Bangladeshi

National Id No. : 1594313773222

Religion : Muslim

Permanent Address: House No.-26, Road no.-29, Shohortoli Sorok, Adorsha para, Jhenidah

Current Location : Dhaka

**Reference (s):**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Reference: 01** | **Reference: 02** |
| Name | : | Sayeeda Zakia | Md. Shafikul Islam |
| Organization | : | Nitol Niloy Group | DBL Group |
| Designation | : | Executive | Asst.Manager |
| Address | : | 100,Tongi,I/A,Gazipur | Sardaganj, Kashimpur, Gazipur. |
| Phone (Off.) | : | 02-9801168 (Ex-122) |  |
| Phone (Res.) | : |  |  |
| Mobile | : | 01755570922 | 01716884736 |
| E-Mail | : | sayeedazakia@gmail.com | msiahsan@gmail.com |
| Relation | : | Professional | Professional |
|  |  |  | |