Resume Of

Rezwanul Islam

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434/1 Shaheenbag (1st Floor)

Old Airport, Tejgaon, Dhaka 1215

Cell: +88 01715819429

E-mail: Rezwanul\_21@ymail.com.

**Career Objective:**

Building a career in any national or multinational organization where my potentiality and experience will be utilized properly.

##### PROFESSOINAL EXPERIENCE:

**Present:**

**Karim Leathers Limited** 1st March 2016 to Continue

180, Hazaribagh, Dhaka-1209

**Position: HR Executive**

**Responsibilities:**

1. Maintenance of employee database.
2. Maintaining /Updating Leave Records.
3. Follow up of Confirmation Records statutory obligations - PF, Bonus etc.
4. Preparation of salary Statement.
5. Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.
6. Conducting various welfare activities.
7. Prepare and submit all relevant HR letters/ documents/ certificates/e-mails as per the requirement of employees in consultation with the management.
8. Prepare & process timely distribution of Salary, bonus, leave encashment and full & final settlements.
9. Record, maintain and monitor attendance to ensure employee punctuality.
10. Conduct employee orientation and facilitate new comers joining formalities Maintain and regularly update master database (personal file, personal database) of each employee.
11. Resolve grievances or queries that any of the employees have.
12. Prepare letters like offer, confirmation, etc.
13. Conduct first round of telephonic interview for the candidates to schedule interviews.
14. Prepare Foreign Delegates invitation letter, hotel reservation, visa related support and airport services.
15. Other Job as assigned.

**Previous:**

**Standard Bank Ltd.** **September 2011-December 2011**

Dhanmondi Branch, Dhaka.

**Position: Intern.**

**Duties & Responsibilities: General Banking**

* Account opening and closing.
* Collecting cheque book and posting.
* Grant bank statement.
* Also work with FDR, Pay Order and Solvency Certificate etc.

**Educational Qualifications:**

Post Graduation: **MBA-Master of Business Administration** in ***HRM***

University of Development Alternative (**UODA**)

GPA: 3.57/4.00, Year- 2013.

Graduation: **BBA-Bachelor of Business Administration** in ***HRM***

University of Development Alternative (**UODA**)

GPA: 3.48/4.00, Year- 2011.

Higher Secondary: **H.S.C-Higher Secondary Certificate**

B.A.F. Shaheen College, Tejgaon, Dhaka

Business Studies Group

GPA: 3.90/5.00, Year-2007.

Secondary: **S.S.C-Secondary School Certificate**

B.A.F. Shaheen College, Tejgaon , Dhaka

Business Studies Group

GPA: 3.44/5.00, Year-2005.

**PERSONAL DETAILS**:

Father’s Name : Syed Rafiqul Islam

Mother’s Name : Salma Islam

Permanent Address : Village: Lahuria Syedpara,

Post Office: Lahuria Kaligonj Bazar,

Thana: Lohagora, District: Narail.

Present Address : 434/1 Shaheenbag (1st Floor), Old Airport, Tejgaon, Dhaka 1215

Date of Birth : 21 December, 1990

Marital Status : Single

Blood Group : AB+

Religion : Islam

Nationality : Bangladeshi

Hobby : Reading Books and Travelling.

**Professional Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification** | **Institute** | **Location** | **Duration** | **CGPA** |
| PGDHRM | Bangladesh Institute of Management | 4 Sobhanbag, Mirpur Road, Dhaka-1207, Bangladesh. | 1 Year | 3.29 out of 4.00 |

**Computer Proficiency:**

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| --- | --- | --- | --- | --- |
| Training Title | **Topic** | **Institute** | **Year** | **Duration** |
| Introduction to Office Application | Microsoft office word, Excel, Power Point & Access 2007 | Department of CSE  University of Dhaka | 2014 | 15.02.14-11.04.14 |

* Working Knowledge of Internet Related Software and all other Basic Work.

**Language proficiency:**

* English & Bengali can listen, speak, read & write very well.

**REFERENCES**:

**1. S.A. Tayeb 2. Dewan Md. Gholam Kibria**

Ex**-** Director Assistant Commissioner of Taxes

Contract & Consultant Administration BCS (Taxation)

Bangladesh Power Development Board Office of the Commissioner of Taxes

23/1 Motijheel C/A Taxes Zone -12, Dhaka.

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