June 21, 2021

To  
Human Resource Department

Bangladesh Honda Pvt. Ltd.

Monem Business District, East Tower (10th floor), 111,

Bir Uttam C. R. Dutta Road, Karwanbazar,

Dhaka–1205, Bangladesh.

### Subject: Application for the post of “Senior Executive-HR & Administration” as per my

### Qualification.

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Dear Sir,

In a response to a job advertisement published in the “Website” for employment opportunities have obtained my attention. I would like to declare my candidacy for the positionof **“Senior Executive-HR & Administration”** as per my Qualification**.**I am submitting this document for a review in order to acclaim my eligibility as a candidate for this position with your reputed company**.** I have got my **BBA** & **MBA** in the Department of **Business Administration**fromBangladesh University**, Major in HRM**. I have attached one copy of passport size color photograph with my resume for your kind response.

I hope your Company will provide me with immense opportunity and appropriate environment to explore my professional attributes which will assist me throughout my career. I appreciate your time and consideration and hope to hear from you in near future.

Obediently Yours,   
Md. Shamim Parvez.  
Cell no-[01711-275410](tel:01723-500466)

[01713-657284](tel:01723-500466)

Encl: 1. Curriculum Vitae  
         2. Photograph



**Md. Shamim Parvez**

Cell No: +8801711-275410, +88001713-657284

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

LinkedIn: <https://www.linkedin.com/in/shamim-parvez-593894a1/>

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**Career objective:**

To build up a career accepting challenges approaching from different perspectives and thus to demonstrate self-expertise.

**Personal Summary:** Experienced Human Resources professional specialized in HR, Admin and Compliance. Result driven individual with more than 5 years of experience in different Human Resource functions. I am aspiring to be a dynamic and effective officer. As a young aspirant, I want to achieve my goal with absolute dedication, sincerity, honesty, perseverance and to develop my career in HR department and willingness to take new challenges in a reputed company to contribute my knowledge, creative insights and leadership starting at a stage commensurate with academic background.

**Special Qualification:**

HR function management, Planning HRM system, Monitoring, Strategic Planning, Training and Development, Labor Law, Compliance, Functions Evaluations (qualification, the quality, and availability of workers, job location, working times, the economic situation, job responsibility).

Date Employed: February 2018 – Till Now

**Current Role: Executive, P&O, and Shared Services, Grameenphone Limited.**

**Responsibility:** My responsibility includes, attend all administrative activities and any other responsibility information given by the management. Strengthening HR Policy/Guidelines & ensuring they are followed. Counsel employees re: leaves of absence issues, ensuring related paperwork is processed. Carry out administrative work involving the HR function and maintains related files and records. To increase awareness among the worker about their health and hygiene.

**Activities:**

* Assist HR & Administration department in terms of recruitment and other logistic supports.
* Ensure that references/background of selected candidates is checked and educational certificates are verified.
* Assist to prepare show cause letter, warning letter, office note, office memo, etc.
* Interview filing, to follow up administration`s duty & order.
* Receiving incoming messages and informing concerned official in timely manner.
* Interact over the phone conversation with the candidate regarding interview purpose.
* Arrange the assessment session with the candidate.
* Monitoring the employee’s personal file.
* To process various recruitment requests from various departments maintaining company policy.
* Conduct new hire orientations and follow up with new employees
* Handle employee verification requests from various officials.
* Preparing daily HR activity report regularly and on time.
* Assist to manpower planning against vacancies in any department.

Date Employed: January 2017 – January 2018

**Role: Executive Accounts and Finance, NEC – Money Exchange.**

**Responsibility:** Offers a fast and convenient service to the customers with the very best FX rates available. To manage foreign currency via a range of tailored services including **wholesale bank note trading.**

**Activities:**

* Assisting in Internal and External Audit.
* To check audit schedule list.
* Preparing daily accounts related report on time.
* Preparation of financial statements daily and monthly.

Date Employed: May 2015 – January 2017

**Role: Executive, HR, Admin and Compliance, IRIS Fabrics Limited, IRIS Group.**

**Responsibility:** Co-ordination of Induction and Orientation programs for new hire employees. To Update and follow-up all buyer findings & observation. To check all external & internal training schedule. Responsible to maintain the daily Cleaning records. To check audit schedule list.   
**Activities:**

* To process various recruitment requests from various departments maintaining company policy.
* To identify training and development needs.
* Monitoring the workers personal file.
* Maintain & update insurance related data.
* Check & monitor all license update copy.
* To supervise Floor ways compliance team activities.
* To check new workers personal information
* To check calibration checklist.
* Prepare and keep all compliance related documents as per buyers, labor law and other requirements.
* Support in design and delivery of people development workshop.
* Handling discipline & legal activities of employees in accordance with labor law and company policy.
* Counsel employees re: leaves of absence issues, ensuring related paperwork is processed.
* Employee Personal File Maintain according to company policy.
* Carry out administrative work involving the HR function and maintains related files and records
* Handle verification requests.
* To arrange Fire and Emergency Training and Drills.
* Complete special projects as assigned by management.

Date Employed: August 2014 – May 2015

**Role: HR Executive, Progressive Design Studio Limited.**

**Responsibility:** Providing feedback and input for improvement of existing programs, processes and practices, Recruitment, compensation & benefit of office stuffs and contractual employees

**Activities:**

* Responsible to maintain the daily attendance of employee & overtime records.
* Prepare new personal file of new worker.
* To supervise work of time keeper.
* Preparing, editing business letters, memos, correspondence, reports and presentations.
* Strengthening HR Policy/Guidelines & ensuring they are followed.
* Supporting the recruiters during the interview.
* Supporting different departmental team engagement activities.
* Maintaining leave & attendance in daily basis, and prepare monthly report.
* To ensure personal file updating.
* Monitor health and safety issue.
* Mail Correspondence.

Date Employed: Jan 2013 – August 2013

**Role: Trainee HRM, Investment Corporation of Bangladesh (ICB).**

**Responsibility:**

* Maintains and updates HRIS.
* Calling mobile banking agents and updating agent database.
* Making and sending work orders to the vendors preparing, editing business letters, memos, correspondence, reports and presentations.
* Maintains HR Records & Documentations.

**Education:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/**  **Major** | **Institute** | **Result** | **Pass year** | **Duration** |
| **Post Graduate Diploma** | **Human Resource Management** | **Bangladesh Institute of Management (BIM)** | **3.00 out of 4** | **2016** | **1 Years** |
| **Masters of Business Administration** | **Human Resource Management** | **Bangladesh University** | **3.71 out of 4** | **2015** | **1 Years** |
| **Bachelor Of Business Administration** | **Human Resource Management** | **Bangladesh University** | **3.56 out of 4** | **2014** | **4 Years** |
| **H.S.C** | **Humanities** | **B.A.F Shaheen College, Jessore** | **3.50 out of 5** | **2008** | **2 years** |
| **S.S.C** | **Science** | **Gangni Secondary School** | **3.50 out of 5** | **2006** | **2 years** |

**Training Summary:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Human Resource Management | Management Skills on Core HR Practice | Bdjobs Ltd | Bangladesh | 8th Floor - West BDBL Building (Old BSRS) 12, Kawran Bazar C/A Dhaka-1215, Bangladesh | 2021 | 1 Days |
| Trainee (HRM) | HRM System analysis with MIS department | Investment Corporation of Bangladesh (ICB) | Bangladesh | 8, DIT Avenue,  Level(14-17),  Dhaka, Bangladesh | 2013 | 8 Months |
| Certificate of Participation | The Social Good  Summit | UNDP | Bangladesh | Senate Bhaban,  Dhaka University | 2013 | 1 Days |
| Career Festival | Choice of Career | Bangladesh University | Bangladesh | 1/15 Iqbal Road Mohammadpur,  Dhaka- 1207 | 2011 | 2 Days |
| Certificate of Computer | Basic Computer  Course | BANGLADESH NATIONAL  CADET CORPS | Bangladesh | B.A.F. Shaheen College, Jessore | 2007 | 12 Days |
| Diploma in Computer Science | Computer Science  Course and Type | A.B. COMPUTER | Bangladesh | Bamondi, Gangni,  Meherpur | 2007 | 1 Year |

**Career and Application Information:**

|  |  |
| --- | --- |
| Looking for | Mid-Level |
| Available for | Full-time |
| Expected Salary | 35,000 tk. |
| Present Salary | 30,000 tk. |

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| English | High | High | High |
| Bengali | High | High | High |
| Arabic | High | Low | Medium |
| Hindi | Low | Low | High |

**Basic Skills:**

* General computing
* Excellent communication skill
* Strong Negotiation Skill
* Strong Passion for business
* Team Player

**Personal Information:**

* Father's Name : Md. Anowarul Islam
* Mother’s name : Ayesha Khatun
* Date of Birth : November 25, 1990
* Gender : Male
* Marital Status : Unmarried
* Passport No : BK0065797
* Nationality : Bangladeshi
* National ID No : 4618063418
* **Current Address** : House-113/114, Road-03, Section-07, Floor-2nd

Mirpur-1216

* Home Address : Vill: Nishipur, P.o: Bamundi-7110, Thana: Gangni, Dist.:

Meherpur

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Reference: 01** | **Reference: 02** |
| Name | : | Dr. Tanzila Rumman | Mohammad Rezwan Ullah |
| Organization | : | Grameenphone Ltd | Grameenphone Ltd |
| Designation | : | Head of Health & Wellbeing | Head of Financial Institution Relations, Treasury, Finance Division |
| Address | : | GP House, Basundhara, Baridhara,  Dhaka-1229 | GP House, Basundhara, Baridhara,  Dhaka-1229 |
| Phone (Off.) | : | +88029882990 | +88029882990 |
| Phone (Res.) | : |  |  |
| Mobile | : | +8801711507788 | +88 01711-505099 |
| E-Mail | : |  | m\_rezwan@grameenphone.com |
| Relation | : | Professional Relationship | Professional Relationship |

**Declaration:**

I hereby declare that all the information given in this CV is accurate to the best of my knowledge.



Shamim Parvez