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| **Personal Information:** | **Md. Salahuddin Sabuj** |
|  | |
| GDPC=--18574-Sabuj.jpg | House-09, Road-03, Block-A , Banasree R/A, Rampura, Dhaka-1219, Bangladesh |
| **+88 01711 90 51 89 / 01614 23 75 13** |
| iamsabuj1989@gmail.com |
| Sex-Male| Date of birth-01/01/1989| Nationality-Bangladeshi |

**Objective:**

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| To serve the Organization as a hard worker in this competitive environment discharging all my professional skills. |

**Professional Experience:**

**1. Position: Assistant Executive (HR & Admin) (August 12, 2021 – Present)**

**Organization: Bashundhara Food and Beverage Industries Ltd.**

**Department: HR and Admin**

**Industry: Manufacturing (FMCG)**

**Address: Factory: Pangaon, Konda, South Keraniganj, Dhaka-1311**

**Job Responsibilities:**

* Attendance and Leave Management.
* Compensations & Benefits Management: Final Settlement, Salary processing, Overtime calculation.
* Disciplinary Procedure: Inquiry, showcase, Long absence letter etc.
* Checking of Different Bills like Transport Bill, Third Party Labor Bill, Departmental Bill.
* CV sorting, Interview Coordination, communicate to the candidates over phone/ email.
* Induction of new employee;
* Preparing all kinds of Orders, Notices, Meeting Minutes etc.
* Preparing joining and resigning process for all the employees.
* Maintain employee personal files, other required documents.
* Oversee general operations and inform upper management.
* Preparing of different types of report on manpower.
* Any other tasks assigned by upper management.

**2. Position: Executive- Human Resources (February 02, 2019 – April 30, 2020)**

**Organization: Creative Media Limited**

**Department: Human Resources**

**Industry: Media and Communication**

**Address: Corporate Office-** House No-43, Road No- 16 New (Old- 27), Dhanmondi, Dhaka-1209, Bangladesh.

**Job Responsibilities:**

* Daily Attendance and Leave Management, Preparing salary sheet.
* CV sorting, Interview Coordination, communicate to the candidates over phone/ email.
* Induction of new employee; measuring performance of employees.
* Preparing all kinds of Orders, Notices, etc.
* Preparing joining and resigning process for all the employees.
* Maintain employee personal files, other required documents.
* Coordinate different meetings and prepare minutes of meeting.
* Posting different vacancies in online job site.
* Ensuring proper execution of all Projects, Project management and Teamwork.
* Making business operational budget for a project.

**3. Position: Intern- HR (November 15, 2015 – February 29, 2016)**

**Organization: Apex Footwear Limited**

**Department: Human Resources**

**Industry: Manufacturing (Footwear)**

**Address: Corporate Office-** House No-06, Road No- 137, Block- SE(D), Gulshan-1, Dhaka-1212, Bangladesh.

**Job Responsibilities:**

* Assist to update individual employee files
* Help to issuing ID cards
* Assist in the updating organizational charts
* Arrange logistics and interview calls
* Coordinate to arrange different events for the HR department
* CV screening
* Assist to prepare appointment letter, transfer letter, promotion letter etc.
* Coordinate the AIUB Job Fair 2015, BUP Career Fair-2016.

**Educational Qualifications:**

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| **Master of Business Administration (MBA)**  East West University, Bangladesh  Major in Human Resource Management (HRM)  CGPA with 3.22/4.00, Year: 2016 | **Bachelor of Business Administration (BBA**)  East West University, Bangladesh  Major in Finance; Minor in Marketing  CGPA with 2.58/4.00; Year: 2014 |  |  |
| **Higher Secondary School Certificate (HSC)**  Adamjee Cantonment College, Bangladesh  Dhaka Board; Science Group  GPA with 4.00/5.00; Year: 2007 | **Secondary School Certificate (SSC)**  Purba Sadardi High School, Faridpur, Bangladesh  Dhaka Board; Science Group  GPA with 4.50/5.00; Year: 2005 |  |  |

**Personal Skills:**

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| |  |  | | --- | --- | | **Mother Tongue:** | Bengali | | **English Language:** | Good command in listening/reading/speaking and writing | | **Communication Skills:** | Communication skills gained through Internship period via interview phone calls. | | **Managerial Skills:** | Leadership skill gains through coordinating different projects during the Internship period. | | **Computer Skills:** | Well acquainted with HR Cloud Software, SAP, MS-Word, MS-Excel, and MS-Power Point | | **Other Skill:** | Teamwork |   **Training Summary:**   |  | | --- | | Attended training workshop on “**The Advance MS Excel**” held on 29 November and 06 December, 2013 conducted by EWU Business Club |   **Major Courses:**   |  |  | | --- | --- | | * Compensation Management * Industrial Relations | * Training and Development * Manpower Planning & Personnel Policy | |

**Personal Qualities**

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| **Hobbies & Interests:** Cricket, Jogging, Computing, Meditation, Yoga etc  **Membership:** MBA Club-East West University; English Conversation Club- EWU |

**Personal Details:**

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| Name: Md. Salahuddin Sabuj  Father’s Name: Abu Bakar Siddique  Mother’s Name: Shahida Begum  Permanent Address: Village- Purba Sadardi, Ward No- 01, P.O- Bhanga, P.S- Bhanga, District- Faridpur- 7830, Bangladesh.  Date of Birth: January 1, 1989  Blood Group: A+  Nationality: Bangladeshi  National ID No: 5095549621  Religion: Islam  Marital Status: Single |

**References:**

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| --- | --- |
| **Md. Ismail Sheikh**  Manager (HR & Admin)  Bashundhara Food and Beverage Industries Ltd.  Relation: Professional  Mobile: 01799998092  Email: ismail-sheikh@bga-bd.com | **Mohammad Enamul Huq Molla**  Deputy Manager- HR & Admin  Apex Footwear Limited  Relation: Professional  Mobile: 01818027446  Email: enamulhuq@apexfootwearltd.com |