**To be able to work for an encouraging and stable company that will assist me in developing, improving, and obtaining the necessary skills in order to become the best HR officer possible.**

**Phone:**

+880 01675842904

**E-Mail:**

[tarikislam2712work@gmail.com](mailto:tarikislam2712work@gmail.com).

**LinkedIn:**

[www.linkedin.com/in/tariqul27](http://www.linkedin.com/in/tariqul27)

# Skill Highlights

* Microsoft Office and Excel.
* Photoshop.
* Computer troubleshoots.
* Employee relations.
* Onboarding.
* Human Resources Information.
* Teamwork and collaboration.
* Scheduling.
* Administrative expert.
* Project management.
* Communication skills.
* Recruitment and selection.

# References-01

Md. Kazi Abdullah Al Mamun

General Manager, Idol Group,

Mobile no. +8801715690707

Email: [Fourm\_bd@yahoo.com](mailto:Fourm_bd@yahoo.com).

# References-02

Md. Zahid Hasan Sufi

Assistant Producer,

BBC Media Action,

Mobile no. +880 1678703377 Email:zahid.hassan@bd.bbcmediaaction.org.

# Experience

***17/02/2021 to continuing***

***SAMSUNG – HR, Admin & Logistics Executive.***

* Recruitment of Filed force team all over Bangladesh.
* Collection and circulate daily national stock reports.
* Collection and circulate daily M.B.O stock reports.
* Tracking completion activities regularly and sharing static with management.
* Track competition activity Regular basis and share with the management team for Strategic decision making
* Maintain Database of largest field force team in the field.
* Petty cash management.
* Warehouse management.

***01/01/2019 to 31/01/2021***

***W3 ENGINEERS LTD - HR & Admin Officer.***

***01/08/2016 to 31/12/2018***

***TURKEY MEDICAL SERVICE CENTER - HR & Admin Officer.***

***01/05/2015 to 31/01/2016***

***RYANS COMPUTER LIMITED. - Communication Agent (Sales).***

# Education

**M.B.A, MAJOR IN HRM (Counting)**

Bangladesh University of Business and Technology (BUBT)

**B.B.A, MAJOR IN HRM (CGPA: 3.00) (2017)**

Bangladesh University of Business and Technology (BUBT)

**HIGHER SECONDARY CERTIFICATE (GPA: 4.50) (2011)**

Dhaka Commerce College

**SECONDARY SCHOOL CERTIFICATE (GPA: 4.60) (2009)**

Mohammadpur Government High Schools Certifications

References available on request

# EXTRA CURRICULAR ACTIVITIES

Volunteer for Lit Fest (Then Hey festivals). (2014)

Volunteer for the BUBT photo club. (2015-2016)

Student member of ABC Research House. (Since 2015)

Volunteer for The BUBT business club. (Since 2014)

Volunteer for Bangladesh Youth Forum (BYF). (2014-2015)

MD. TARIQUL ISLAM