**MD. SHIHAB MIA**

Address:13/D, FL: 6B, Bashbari,

Mohammadpur, Dhaka -1207.

Mobile: 01718781648  
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**Career Objective:** To work in a renowned company requiring knowledge and skills of my field of study. I would like to keep myself associated with the company that will lead to achievement and success for both the company and me in today’s competitive corporate environment with excellent career development prospect.

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| **Special Qualification:** |
| 1. Can learn quickly the necessary detail of work. 2. Ability to copy up with different situation. 3. Very good temperament and enjoy challenges.  4. Co-operative, innovative and hard worker. |

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| **Employment History:** | | |
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|  | | 1. **Senior Executive -**  **Human Resource**  **( December 1, 2014 - Continuing)** |
|  | **Concord Pharmaceuticals Ltd. A sister concern of Noapara Group.**  **Company Location**: Sima Blossom (11th Floor) Road # 16 (New), 27 (Old), Dhanmondi, Dhaka -1209.  **Department: HRD**  **Duties / Responsibilities:**  **●** Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.  **●** Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.  **●** Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.  **●** Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.  **●** Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.  **●** Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.  **●** Completes human resource operational requirements by scheduling and assigning employees; following up on work results.  **●** Maintains human resource staff by recruiting, selecting, orienting, and training employees.  **●** Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.  **●** Contributes to team effort by accomplishing related results as needed.  **●** Prepare monthly salary sheet. | |
|  | | 1. **Executive -** **Human Resource**  **( January 1, 2013 - November 30, 2014)**   **Bidcon ltd.**  Company Location: 978, East shewrapara, Mirpur, Dhaka -1216.  **Department: HRD**  **Duties / Responsibilities:**   * Processing incoming mail * Creating and distributing documents * Providing customer service to organization employees * Serving as a point of contact with benefit vendors/administrators * Maintaining computer system by updating and entering data * Setting appointments and arranging meetings * Maintaining calendars of HR management team * Compiling reports and spreadsheets and preparing spreadsheets |
|  | **Academic Qualification: ICMAB knowledge level completed business level is continuing.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Exam Title** | **Concentration /Major** | **Institute** | **Result** | **Passing Year** | **Duration** | | MBA | Finance | Southeast University | CGPA:3.41 out of 4 | 2014 | 60 Credit | | MBS (Masters) | Management | National University | Second Class, Marks :55% | 2010 | 1 year | | BBS(Honors) | Management | National University | Second Class, Marks :50% | 2009 | 4 YEARS | | HSC | Business Studies | Tejgaon College, Dhaka. | CGPA:3 out of 5 | 2005 | 2 Years | | SSC | Business Studies | Abdulabad High School,Faridpur. | CGPA:2.75 out of 5 | 2003 | 1 year | | |

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| **Career and Application Information:** |
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| |  |  |  | | --- | --- | --- | | Looking For | : | Mid Level Job | | Available For | : | Full Time | | Present Salary | : | Tk. 30000 | | Expected Salary | : | Tk. 40000 | | Preferred Job Category | : | HRD, Accounting/Finance, Bank/Non-Bank Fin. | | Preferred Location | : | Dhaka | | Preferred Organization Types | : | Manufacturing (FMCG) | |

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| **Specialization**: |
| |  |  | | --- | --- | | **Fields of Specialization** | **Description** | | * Human Resources Management * Administrative/Executive * Accounts& Finance * Admin | • Preparation of Income Tax statements. • Maintain the cash disbursement for the field offices. • Maintain the cash disbursement for the official procurement. •Arrange various meeting regularly with the partner. • Checking & Passing of Clients Bills and daily cash. • Maintaining all Accounts, financial management, disbursement of fund for other company. • Office management and liaison with different Clients, Customers, Officials & other related matters. • Prepare salary statement and various financial reports. | |

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| **Language Proficiency:** |
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| **Personal Details :** |
| |  |  |  | | --- | --- | --- | | Father's Name | **:** | Md.Firoz Bapary | | Mother's Name | **:** | Hosneara Begum | | Date of Birth | **:** | February 14, 1988 | | Gender | **:** | Male | | Marital Status | **:** | Single | | Nationality | **:** | Bangladeshi | | National ID No. | **:** | 2911079671191 | | Religion | **:** | Islam (Sunni) | | Permanent Address | **:** | Vill+Post: Baliahaty, Ps.: Bhanga, Dis.: Faridpur. | | Current Location | **:** | Dhaka | |
| **Reference :** |

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| **Md. Abul Kalam**  Asst. General Manager  Navana Pharmaceuticals Ltd.  Mobile : 01755648844  E- mail: abul.kalam@navanapharma.com | **Eng. Md. Abdul Gaffar**  Bid Con Ltd. (Chairman)  978,East Shewrapara,Level - 2 Mirpur,Dhaka - 1216  Mobile No: 01711566537  E - mail: gaffer\_bidcon@yahoo.com |

**Certification:**

I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the authority to verify the information provided in this resume.

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**(MD. SHIHAB MIA)**

**Date of signing: 16/01/2020**