#### 

**MD REAL MIA**

Present Address: 64/1, New Eskaton , Bangla Motor -Dhaka

**Phone: 01716945483**

**Phone:** 01720141412

**E-mail: Realngc@gmail.com**

**Cover Letter**:

**Dear Sir,**

I am writing this letter to express my interest for the post of **Executive - HR & Administration**

would appreciate the opportunity to interview/written-test with you at your convenience and hope you will give the enclosed resume your favorable consideration.

If you agree that my qualifications are a close fit to your needs, I would be delighted to hear from you, you may reach me at phone or via email.

Thanks & Regards,

**Personal Information:**

Name : Md Real Mia

Father’s name : Abdul Jobber

Mother’s name : Raka Akter

Mailing address : 64/1, New Eskaton , Bangla Motor -Dhaka

Permanent address : Vill: Digla, P.O: K Amtola, Upazilla: Netrakona Sodor, Dist: Netrakona

Date of birth : 1st Jan, 1989.

Religion : Islam

National Id : 7217487213503

Nationality : Bangladeshi by birth

Gender : Male

Marital status : Unmarried

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**Language Proficiency**:

Bengali: Mother tongue.

English: Excellent presentation & communication skill with fluency.

Hindi: Able to understand.

**Working Attitude:**

Able to learn and apply quickly.

Flexible with team.

Creativity & strong commitment to duty.

Sincere & Dedicated.

**Educational Attainment:**

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| --- | --- | --- | --- | --- |
| Name of  the Degree | Subject / Group | University / Board | Grade/Class | Year of Passing |
| SSC | Commerce | Dhaka | 2.88 | 2005 |
| HSC | Business Studies | Dhaka | 2.90 | 2007 |
| BBS(Pass)B.COM | Business Studies | National University | Pass (45%)Marks | 2011 |
| Computer course ( 1 year) | ASP.NET | IDB BISEW | 70% Marks | 2016 |
| Post Graduate Diploma | Accounting | National University | Appered | 2020 |

**1. Experience**

Name of the organization **: Pc Link IT, Dhaka (Software Company+ E-Commerce )**

Designation/position held : **Accounts & Admin Executive**

**Service period : 01-10-2017 to Present**

Accounting software : **Anirbn maicrofin, ERP- 09**

**# Admin - HR & Admin**  
  
> **HR related works** -  
Job Circular, Recruitment, Appointment, Proper Documents Recording  
KPI, Job Evaluation, Salary Increment / Remuneration adjustment  
Training, Motivational Works, Incentive, TA / DA Maintenance  
Weekly Performance Check,Prepare Monthly Task Report, HR KPI Check & Employee Update  
Salary Sheet preparation, Incentive Package Update, TA / DA Adjustment  
Employee Certificate Vault, NoC, Release, Last month Adjustment etc  
Make sure that useless employee is not wasting the company salary or resources  
Make sure the right employee gets more benefits based on their performance and gets motivational certificates  
  
**> Admin Related Works -**  
Keep Attendance, Movement Records  
Take steps on misbehavior of an employee  
Observe on Motivational people & take  immediate steps  
Office Logistics Issues like - stock, purchase, record etc  
Maintain Office Utilities, Rents, Telephone, Bills, Mail, Letters etc  
Maintenance of Office Infrastructure like - Washroom, Electricity, Rooms, Workstations, PCs etc

**2. Experience**:

**Name of the Ngo organization** : **PSF NGO (Surjer Hasi Clinic) NHSDP USAID Health Project)**

Address of the organization : DHAKA

Designation/position held : **Admin Assistant**

Service period : 15.01.2016 to 30.08.2017

Regularly meet with employees for progress reviews and assessments discussing any problems or grievances they may have.

Attend to employee complaints and work to resolve conflicts.

Initiate and implement any necessary changes to help boost worker productivity (better assessment processes, incentive programs etc.)

Promote a positive and open work environment where employees feel comfortable speaking up about issues.

Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks.

Understand and adhere to all pertinent labor laws.

**Declaration:**

I hereby declare that the above statement is correct and complete to the best of my concern

**Signature**

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Md. Real Mia

Date: 26-01-2020

**References:**

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| --- | --- | --- |
| **Al Masum**  Accountant  Index group  Cell: 01826830659 | **Al Mamun**  Deputy secretary  PWD  Cell: 01611702045 | |
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