# K.M. Abdullah Al Baki

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| H-01,R-patla khan lane, Luxmibazar, Dhaka-1100, Bangladesh, |(C) +8801715220633  mirrorbdsource@gmail.com |

Professional Summary

Experienced and ambitious Human Resources professional with background in administrative services, teamwork and expertise in Payroll, employee compensation and employee relations. Analytical and action-oriented with strong ability to communicate effectively with technology, executive, and business audiences

Skills

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| Employee relations  Performance Management  Teamwork & Collaboration  Scheduling | Administrative Services  Employee Compensation  HR Payroll  Self-motivated |

Work History

**Manager (HR & Admin), 01/2017 to Present   
Supti Sweater Limited-(100% compliance garment) Dhaka**

* Execute Company’s administrative plans, policies and decisions of the Management.
* Handling grievance and conflict management.
* Operate Payroll Software with HR team and process flow & keep appropriate records.
* Maintaining liaison with local govt. Offices.
* Prepare Annual administrative budget and place to management.
* Manage Factory Compliances issues and renewal certificates
* Control all admin issues i.e. utility services, transportation, office equipment & tools, travel arrangement, safety & security etc.
* Prepare all notices, circulars, office orders, meeting schedule & circulate the minutes to the respective concerns.

**Senior Officer, HRD (TATA DIVISION)   
Nitol Motors Ltd.**  **02/2016 to 12/2016**

* Participation during selection and recruitment of workers and staffs. Also confirm appointment, accordingly, as per law.
* Coordinate HR projects like meetings, training, surveys etc.
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.).
* Monitor training/awareness on regular basis and prepared job description of employees.

Education

**MBA:** Concentrate in **HRM** (appeared 56 credit done out of 60 CGPA 2.85) **North South University**

**BBA**: (Major in **Marketing** & Minor in **HRM** **GPA: 3.10**) 2014 CGPA 2.56 **North South University**

**HSC:** Commerce 2009 **GPA 4.30** **Notre Dame College**

**SSC:** Commerce 2007 **GPA 4.81** **ST. Gregory’s High School**

Certifications

**Course:** Human Resource Management Competencies (**HRMC**)

**Institution:** **IBA, University of Dhaka**

**Year:** 2015

Personal Information

Date of Birth: June 11, 1991

Nationality: Bangladeshi

National Id: 5536594913

Religion: Islam

References

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| **Md. Mostafizur Rahman**  **Managing Director**  Supti Sweater Limited  Mamun\_mustafiz@ssl-bd.net  +880 1714312164 | **Brig. Anwarul Islam**  **Director, HR**  Nitol-Niloy Group  +8801919095217 |