

MISSION DAS

Chittagong, Bangladesh | 01675-892001 |
missiond400@gmail.com



Career Objective

HR and Administration professional with extensive experience in Talent Acquisition, recruitment management, HR systems, and operational administration. Proven ability to lead recruitment teams, implement strategic HR processes, and support organizational growth through effective workforce planning. Committed to fostering fairness, transparency, and diversity in recruitment and employee engagement.

Key Competencies

- Talent Acquisition & Recruitment Management
- HR Policies, Compliance & Documentation
- Employee Engagement, Onboarding & Induction Programs
- HR Systems & Database Management
- Administration, Facilities & Fleet Oversight
- Team Leadership, Communication & Stakeholder Management
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Multitasking, Problem Solving & Process Improvement

Professional Experience

Sr. Executive – HR & Administration

Rancon Oceana Ltd., Sadarghat, Chittagong | Sept 2024- Sept 2025

- Managed end-to-end recruitment processes, including interviews, selection, and onboarding.
- Developed and conducted induction programs; maintained accurate employee records.
- Oversaw fleet operations, security, canteen, and guest services.

- • Coordinated training sessions, addressed labor concerns, and ensured compliance with HR policies.
- • Maintained HR systems, databases, and regulatory documentation.

Assistant Executive – Facilities & Services

BSRM Group of Companies, Mirsharai, Chittagong | Sept 2023 – Sept 2024

- • Supervised security, guest management, license registers, and fleet operations.
- • Coordinated training and ensured smooth facility operations.
- • Maintained cleanliness and safety standards across facilities.

Admin Operation Manager & Purchase

Kidzee, Chittagong | Mar 2022 – Aug 2023

- • Assisted Unit Manager in administrative and HR-related tasks.
- • Managed purchase orders, shipping arrangements, and documentation.

Business Development Executive

JB Trading, Khatunganj, Chittagong | Jan 2021 – Feb 2022

- • Managed client budgets and financial operations.
- • Built and maintained relationships to support business growth.

HR Executive

Royal Tulip Sea Pearl Beach Resort & Spa, Cox's Bazar | Feb 2020 – Jun 2020

- • Conducted recruitment, induction, and employee record management.
- • Processed attendance, leave, and HR documentation.

HR Executive

Kenpark Apparel Bangladesh Pvt. Ltd., Chittagong | Aug 2017 – Aug 2019

- • Led recruitment and employee onboarding.
- • Maintained HRIS, payroll, attendance, and compliance documentation.
- • Coordinated factory audits and compliance initiatives with HR & Admin team.

Education

PGD in Human Resource Management – World Academy for Research and Development, UK |
2023-2024 | GPA: 3.94/4

MBA in Human Resource Management – East Delta University, Chittagong | 2017 | CGPA: 2.5

BBA in Business Administration – Independent University, Bangladesh | 2010–2014 | GPA: 2.69

HSC – Chittagong Model School & College | 2007–2009 | GPA: 3.70

SSC – Chittagong Govt. High School | 2006–2007 | GPA: 4.25

References

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