

SABBIR AHMED

Executive (Payroll & IT)

Cell: 01785-431564,

E-mail: sabbirahmed3464@gmail.com

Savar, Dhaka

Zirabo, Ashulia, Savar, Dhaka



Personal Summary:

To work in a challenging environment with a scope of future progress applying my academic knowledge, skills and working capability. I am confident about my ability, responsibility, labor and skills and want to build up my career in the Human Resource sector.

Job Experience:

Position: Executive (Payroll & IT)

[June 2021 to Present]

Company Name: Bori Garment Accessories Co., Ltd. Savar, Dhaka.

- **Attendance:** Daily Attendance, Shift Plan & Shifting, Regular OT Management.
- **Payroll:** Salary Process, Bonus Process, Night Bill, Tiffin Bill, Tax Deduction.
- **HR:** All Notice, Policy, Increments, Final Settlements, Maternity Benefits, Compensations & more.
- **IT Support:** All Kind of Hardware, Software & Networking Support.

Position: IT Officer

[Feb 2020 to June 2021]

Company Name: Anzir Apparels Ltd. Unit-02 Savar, Dhaka.

- **IT Support:** Hardware, Software, Networking & Troubleshooting.
- **Networking:** Configure, manage, maintenance and troubleshooting (Router, Switch & cables)
- **Online Services:** Domain, Emails and Website maintenance.

Training (Experience):

Payroll Management

Institute : SIMS Bangladesh

Year : 2022

Duration : 09 Days

CCNA- Routing & Switching (200-125)

Institute : ADN Eduservices Ltd.

Year : 2019

Duration : 3 Months

Extracurricular Activity:

Position: President - Foundation of Humanity (FOH) Chatmohar, Pabna.

[April 2020 to Present]

On the time of pandemic. Foundation of Humanity was built by some University Student. This organization helps many people by distribute food, cloth and money. Do many campaigns on covid-19. Also works with many governments organization as volunteer. Many events are done every year by Foundation of Humanity.

Computer & IT Skills:

Hardware Engineering: A hardcore experience of assembling any computer/ accessories, Network equipment, configures and troubleshoots under any Windows Platform. Installing and configuring the software.

Graphic Design: Advanced skills in Adobe Illustrator, Photoshop. Logo design, Business card design, Flyer and Print ready design types.

Operating System: Windows (Xp, 7, 8, 10), Linux, Mac and others.

Applications: MS Office, Illustrator, Photoshop, Cisco Packet Tracer and etc.

Networking Devices: Router, Switch, hub, cables and etc.

Academic Qualification:

Education Level : **BSC-In- Engineering**

Academic Institution : Dhaka International University, Dhaka

Department	:	BSC-In-CSE
Course duration	:	4 years
Passing Year	:	2023
Result	:	Appears
Education Level	:	Diploma-In- Engineering
Academic Institution	:	North-Bengal Institute of Technology, Bogura
Department	:	Computer
Course duration	:	4 years
Passing Year	:	2019
Result	:	GPA-3.19 (Out of 4.0)
Education Level	:	S.S.C (Humanities)
Group	:	Humanities
Academic Institution	:	Chatmohar R. C. N. & B. S. N. High School, Pabna
Board	:	Rajshahi
Passing Year	:	2014
Result	:	GPA-4.25 (Out of 5.0)

Personal Attributes:

- ❖ Ability to work in a challenging environment.
- ❖ Self-confident and being positive.
- ❖ Ability to manage time and be flexible.
- ❖ Cordial mind in adapting to the new challenging situation.

Interest and Hobbies:

I have an interest in variety to relax enjoy reading books, Daily News. Paper, Watching T.V, I like visiting natural palace, industry and fishing by well.

Language skill:

Good command over reading, writing, listening and speaking both in English and Bengali.

Personal details:

Name	:	Sabbir Ahmed
Father's Name	:	Late. Abdul Malek
Mother's Name	:	Mst. Bulbul Parven
Permanent Address	:	Vill- Baluchar, P.O: Chatmohar, Dist- Pabna.
Marital Status	:	Unmarried
Nationality	:	Bangladeshi (By Born)
Religion	:	Islam (Sunni)
Date of Birth	:	21-04-1998
Gender	:	Male
Height	:	'5.9"
Blood Group	:	O ⁽⁺⁾ ve
Weight	:	65kg
Call	:	01785-431564
E-mail	:	sabbirahmed3464@gmail.com

Reference:

Md. Bakiuzzam (Newton)
AGM (HR, Admin & Compliance)
Anzir Group
Zirabo, Ashulia, Savar, Dhaka.
Contact No: 01712-707745

Jamil Ibn Bashar
Manager (HR, Admin & Compliance)
Bori Garments Accessories Co., Ltd.
Zirabo, Ashulia, Savar, Dhaka.
Contact No: 01928-721788

I hereby certify that the information given in this CV is complete and accurate.

Signature:

Sabbir Ahmed