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MILON KUMAR ROY

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153/ka, East Rajabazar, Farmgate
Dhaka

OBJECTIVE

Like to increase my knowledge, experience and capacities by working in a constructive and dynamic environment where my potential will be fully utilized for the betterment of the organization as well as to grow myself as a better HR Professional.

EXPERIENCE

SUB ASSISTANT MANAGER- RECRUITMENT & SELECTION

PRAN-RFL Group | (March 2016-present)
105 Middle Badda, GPO BOX # 83, Dhaka-1212.



- Responsible for Accounts, Store & Distribution, Super shop, Dairy.
- Managing the end to end recruitment process.
- Placing job Ad & Pre-screen candidates to make a shortlist and where required, long lists.
- Conduct recruitment test & prepare candidates schedule for final interview.
- Assist the managers in highlighting strengths and weaknesses of short-listing candidates.
- provide objective feedback to candidates and suppliers post interview.
- Manage the offer process for successful candidates.
- Manage on-boarding activities.

EXECUTIVE-HR

ACI Logistics Ltd. | (August 2015-March 2016)
NOVO Tower, 270 Tejgaon I/A, Dhaka-1208



- Recruitment & Selection:
Collect CV from different sources, Communicate with candidates, Take primary Interview for different outlet level position.
- Training Implementation:
Coordinate Induction Training at outlet, Assist trainer when training occurs; Maintain Training Documents as per instruction.
- Documentation:
Maintain Personal File, Leave Form File, Job Roaster Sheet, Competency Mapping Sheet, outlet wise Training Information File, Bank Account Document and report to Head of HR.
- Organization Development:
Do Employee Satisfaction Survey in every month; give Counseling to employees; resolute any Conflict among employee, Outlet Manager.

EDUCATION

MBA

American International University-Bangladesh (AIUB)
Major in Human Resource Management (HRM)
CGPA-3.87 (2014 - 2015)

BBA

American International University-Bangladesh (AIUB)
Major in Human Resource Management (HRM)
CGPA-3.73 (2009-2012)

HSC

Dinajpur Govt. College. (Rajshahi Board)
Business Study
CGPA-4.20 | Passing Year: 2008

SSC

Shujapur High School. (Rajshahi Board)
Science
CGPA-4.44 | Passing Year: 2006

SPECIALIZATION

- Recruitment & Selection
- Training & Development
- Documentation
- Administration

TRAINING

SIX SIGMA

- PRAN-RFL Group.
- Definition, Lean, Approaches

BASIC SKILL DEVELOPMENT PROGRAM

- PRAN-RFL Group.
- Time Management, Workplace Etiquette, E-mail Etiquette, Microsoft Outlook .

TECHNIQUE TO RETAIN TALENT EMPLOYEES

- Bangladesh Society for Human Resource Management (BSHRM).
- Talent Employee, How to find Talent employee, Organization financial capability,

DIPLOMA IN COMPUTER SCIENCE

- Star Computer Training Institute.
- Software, Hardware, Internet.

EXTRA CURRICULAR ACTIVITIES

- Life Long Blood Donor - Quantum Foundation.
- General Member - Bangladesh Society for Human Resource Management (BSHRM).
- Senior Member - AIUB Business Club.
- Musician - Play Tabla.

COMPUTER PROFICIENCY

Excellent command over Microsoft Office Package (MS Word, MS Excel, MS PowerPoint, MS Outlook), Internet Browsing and E-mail correspondence.

LANGUAGE

BANGLA

- Mother language

ENGLISH

- Professional Proficiency

HINDI

- Listing & Speaking only

PERSONA INFORMATION

FATHER'S NAME

Dudh Kumar Roy

MOTHER'S NAME

Hemlata Roy

DATE OF BIRTH

September 25, 1990

MARITAL STATUS

Unmarried

GENDER

Male

RELIGION

Hindu

PERMANENT ADDRESS

Vill- Barodal, P.O- Ambari, Upazila- Parbotipur, District- Dinajpur.

REFERENCE

MD. FAISAL KABIR

- Asst. Manager, Recruitment.
- PRAN-RFL Group
- Hossain Market (Level-6), North Badda, Dhaka.
- +8801912808895
- faisal8895@gmail.com
- Relation: Professional

DEBOBROTO ROY

- Senior Cash Officer
- Dutch Bangla Bank Ltd.
- Vill- Gornurpur, P.O- Kaharol, Upazila- Kaharol, District- Dinajpur.
- +8801719474353
- Relation: Relative

I, Milon Kumar Roy, do hereby declare that the information stated above is true to the best of my knowledge.

Milon Roy
MILON KUMAR ROY