

SAYED MOHAMMED AHSANUN NOOR
Dhokhin khan Thana, Chairman Para road, Lane # 2,
House # 94, Ward # 1, Uttara Dhaka-1230, Bangladesh
E- mail: ahsannoordk@gmail.com
Dial: 01819142739, 01708481399 (Mobile)



CAREER OBJECTIVE

To work with sincerity and integrity in a challenging atmosphere with a mission to contribute significantly towards the organization's goal, where I can utilize my set of skills and professional learning efficiently & effectively which can fuel the organization through I can reach the apex of my career.

1). Experience: I am working at **Group Reedisha (Reedisha Food & Beverage Limited)** which is the sister concerns of **Kohinoor Chemical Co. (BD) Ltd.** 36,Shahid Tajuddin Ahmed Sarani Tejgaon I/A ,Dhaka-1208. **Duration: October -2016 till now.** My working position is **Executive, HR & Sales Admin** under the department of **HRD** and Distribution Marketing Field force as Sales Admin. **Kohinoor Chemical Co. (BD) Ltd** is the largest **FMCG** products and largest consumer goods conglomerate in **Bangladesh.**

Responsibilities:

- Contribute to the evaluation development of HR strategy & performance in co-operation with the team.
- Ensure requirement for quality management, health & safety, legal requirement, environmental policies & general duty of care.
- Audit & authenticate all documents related to legal, salary statements & distribution, policies etc.
- Plans for employee's performance appraisal, develop tools for appraisal, job evaluation & development.
- Sourcing suitable candidates through newspaper, different web sites and recruiting agents and participating in screening process, interview and relevant works
- Submission of short listed profiles & scheduling interviews of the short listed candidates with the top management.
- Standardized the joining facilities process of the new employees (Issuing offer letters & appointment letters, welcome circular, Introduction, ID Cards, Bank Account, Reference check).
- Train new employees about company policies, procedures, facilitating as per requirement
- Maintaining ERP software such as Oracle Apps Software (Open Sesame).
- Manage the payroll including fringe benefits, probation, confirmation & fixation of salary.
- Recommend new and revised personnel & HR policies and procedures to the top management.
- To manage meeting schedule, prepare & circulate minutes, office orders and Collection all SO/TSM/RSM TA/DA Bill from Field Force Region & Territory wise and checking as per process and provide to Account Department.
- Doing all kinds of tasks related posting, transfer, release, discharge, dismissal, termination, promotion, demotion, show-cause, warning, punishment etc. of Group resources.
- Look after the works doing by the subordinates related to leave attendance and personal files.

- Monitor and control all admin issues i. e. utility service, Accommodation, transportation, office equipments & Tools, security, program arrangements, staff activities etc. of the company.
- To prepare, co-ordinate & release media advertisement, publicity & press release.
- Visiting different factories periodically.
- Arranging & attend the monthly meetings to evaluate the monthly activities.
- Assisting Group Senior Vice President, Assistant Vice President, and Sales Manager.

2). Experience: I have worked at Computer Source Limited from April -2013 to September 2016. My worked position was Business Manager under the department of product management and distribution as **Product Manager of HP (Hewlett Packard)**. Computer Source Limited is the largest IT products and IT enable service importer company in Bangladesh.

Responsibilities:

1. Stock Management.
2. Reporting ASPEN to HP for each Week.
3. Preparing the SAFTA Report for PM Meeting.
4. Communicating with Corporate and Distribution Channel.
5. Plan for the product strategy and road map.
6. Analyze potential partner relationships for nominated products.
7. Assist to develop the core placing and messaging for the product & Performs product demos to customers.
8. Keeps constant attention on overall budget to ensure success.
9. Assist in developing corporate brand strategies in the short term and long term.
10. Assists to analyze the promotional activities of competitors and provides brand results and statistics at the end of each month.
11. Prepares daily, monthly, quarterly and yearly sales reports to the Management.
12. Conducts product/customer surveys and market research activities.
13. Product range maintenance and development.
14. Responsible to work with sales team and necessary technical expertise to enable them to promote maximum sales.
15. Design market research projects to assess customer attitudes to the current product range and new product introductions.
16. Assist the development of the monthly marketing plan to support advertising, promotion and sales aids in accordance with the monthly marketing plan.
17. Responsible for preparing product forecasts, and constantly monitoring inventory levels held at central warehouse including liaison with Commercial Department to ensure supply timelines.
18. Manage the product life cycle from strategic planning to tactical activities.

3). Experience: I worked as Executive (HR & Admin) at S. A. Group of Industries which one of the largest consumer goods conglomerate in Bangladesh. Duration of Work from **October 2011 to March 2013. S. A. Group of Industries** concerns are S.A Oil Refinery Ltd, Samannaz Condensed Milk Ltd, S.A Beverage Ltd. My main job was maintaining the corporate **HR at the corporate headquarter, S.A. Tower (4th floor), Gulshan 1, Dhaka.**

ACADEMIC RECORDS:

LEVEL	INSTITUTE NAME	MAJOR AREA	YEAR	FINAL RESULT
MBA	American International University-Bangladesh (AIUB)	Major in HRM	Fall -2011	CGPA 3.40/4.00
BBA	American International University-Bangladesh (AIUB)	Major in Marketing	Summer-2008	CGPA 3.21/4.00
HSC	Milestone College, Dhaka Board	Business Studies	2004	3.70 (A-)
SSC	Motijheel Govt. Boys High School, Dhaka Board	Business Studies	2002	3.25 (B)

COMPUTER SKILLS

- Operating System : Windows XP, Windows 7, Windows 10
- Office Application : Microsoft Excel, Word, PowerPoint
- Programming : Visual Basic 6.0

COMMUNICATION SKILLS

Have fluency in English & Bangla both oral and written. Have knowledge in report writing and multimedia presentation.

LEADERSHIP SKILLS

- Capable of motivating others and getting things done.
- Have the ability to guide people, as well as work under others, in teams.

MAJOR SUBJECT IN MBA:

- HUMAN RESOURCE PLANNING AND DEVELOPMENT
- HUMAN RESOURCE TRAINING AND DEVELOPMENT
- CONFLICT MANAGEMENT
- EMPLOYEE AND LABOR RELATION

PERSONAL PROFILE

- ❑ Father's Name : Mir Azizur Rahman (Late) From Biman BD Airlines Ltd.
- ❑ Mother's Name : Hasina Khatoon (Late)
- ❑ Marital Status : Married.
- ❑ Nationality : Bangladeshi
- ❑ Religion : Islam
- ❑ Date of Birth : August 8, 1987
- ❑ Blood Group : B Positive
- ❑ Phone No : 01819142739, 01708481399
- ❑ E-mail : ahsannoordk@gmail.com.
- ❑ Mailing address : Dhokhin khan Thana, Chairman Para road, Lane # 2, House # 94, Ward # 1, Uttara Dhaka-1230

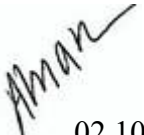
REFERENCES

1. MD. Badrul Alam

Deputy Register
Jahangirnagar University.
Savar, Dhaka-1342,
Phone: 01922803361
Email: badrulalam62@gmail.com

2. Mohammad Mahmudul Hassan

Commissioner
Customs Excise & VAT,
Govt. of People's Republic of
Bangladesh
Phone: 01711117808


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Signature