

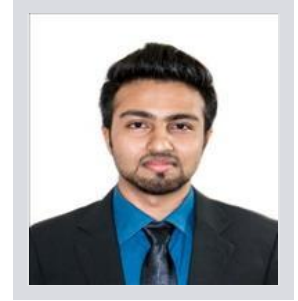
MD. MOKTADIR HOSSAIN

Address: house no-10 road no-16 Banani dhaka 1213

Mobile No 1: 01745658314

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Career Objective:

My long-term goal is to become a HR Consultant by utilizing my expertise, skills, experience and analyze the various HR issues in the company.

Career Summary:

1. Currently Working as Sr Executive, HR Operations at Munshi HR Solutions.
2. Worked as Executive, Recruitment at Munshi HR Solutions.
2. Worked as Executive in HR Department at OMICON GROUP.
3. I have completed internship program at Asiatic Experiential Marketing Limited in HR department.
4. Worked as Assistant teacher and ADMIN section at INTERNATIONAL TURKISH HOPE SCHOOL (ITHS)

Employment History:

Total Year of Experience: 4 Year(s)

1. Sr Executive, HR Operations (July 1, 2018 - Continuing)

Munshi HR Solutions (Sister Concern of Munshi Enterprise Ltd)

Company Location: Munshi Enterprise Limited, 413, Nayanagar, Gulshan, Badda, Cocacola Road, Dhaka 1212

Department: Human Resource

Duties/Responsibilities:

- Responsible for all kind of Recruitment & Selection process.
- Personal File Management
- Responsible for new joiners' orientation process, broadcast of new joiners' email or welcome on board.
- Responsible for Confirming New Joiners.
- Handling all process for 100+ foreign employees.
- Foreign employees pay-roll process.
- BIDA processing for all foreign employees.
- Coordinating Immigration for VISA processing.
- Coordinating foreign employee's remittance process.
- Set & Coordinating meeting with new clients for new business.
- Preparing Agreement with client.
- Fulfill client's needs
- Coordinating govt manpower tendering.
- Creating invoices for existing clients.

2. Executive, Recruitment (November 11, 2017 – June 30, 2018)

Munshi HR Solutions (Sister Concern of Munshi Enterprise Ltd)

Department: Human Resource

Duties/Responsibilities:

- Responsible for all kind of Recruitment & Selection process.
- Responsible for CV shortlisting, interview process, candidate finalization process
- Responsible for updating personal file and master file for new joiners and existing employees.
- Responsible for HRIS process.
- Personal File Management
- ID card processing.
- Responsible for completing all the joining formalities of new joiners.
- Responsible for new joiners' joining and induction process.
- Responsible for Confirming New Joiners.
- Responsible for new joiners' orientation process, broadcast / circular of new joiners email or welcome on board.

2. Executive (October 2, 2016 - November 9, 2017)

Omicon Group

Company Location: Puarano Polton, dhaka

Department: HR

Duties/Responsibilities:

- Responsible for HRIS process.
- Responsible for all kind of Recruitment & Selection process.
- Responsible for CV shortlisting, interview process, candidate finalization process
- Responsible for leave and late count for payroll processing.
- Responsible for updating personal file and master file with both the information of new joiners and existing employees.
- Personal File Management
- ID card processing.
- Responsible for completing all the joining formalities of new joiners.
- Responsible for new joiners' joining and induction process.
- Responsible for Confirming New Joiners.
- Organize and facilitate training programs.
- Responsible for new joiners' orientation process, broadcast / circular of new joiners email or welcome on board.
- Responsible for all kind of insurance process.
- Responsible for all kind of grievance management process / complaint process / disciplinary process.

3. **Intern (August 1, 2016 – October 30, 2016)**

Asiatic Experiential Marketing Limited

Company Location: Banani

Department: HR

Duties/Responsibilities:

Doing General HR Activities

4. **Assistant teacher & admin section. (April 8, 2015 - May 1, 2016)**

INTERNATIONAL TURKISH HOPE SCHOOL (ITHS)

Company Location: House:07, Road:06, Sector:04 Uttara, Dhaka-1230

Department: Admin

Duties/Responsibilities:

Administrative work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas. Year	Duration
BBA	Human Resource Management	American International University Bangladesh	CGPA:3.51 out of 4	2016	4 years
HSC	COMMERCE	Cantonment College Jessore	CGPA:5 out of 5	2011	2 years
SSC	COMMERCE	BAF. Shaheen School & college Jessore	CGPA:4.94 out of 5	2009	10 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Bangladesh Labor Act 2006 with 2018 Amendment & 2015 Rules	<ul style="list-style-type: none">General Condition of Employment.Industrial RelationHealth & SafetyCompensation & Benefit.Administration & Miscellaneous.	Khandokar T Ahmed	Bangladesh	Uttara, Dhaka	2019	Day Long

Key Account Management	<ul style="list-style-type: none"> Objectively Segment & Select Customers. Developing Effective Key Account plan. Understanding Key Account & Their Business Strategies. 	IMPRA Consulting International, USA	Bangladesh	Gulshan Club, Dhaka	2019	7 Days
Time, Stress & Priority Management Skills	<ul style="list-style-type: none"> Enable to become more proactive and use a range of techniques to prioritize. Control work more effectively. Understanding difference between "Important" & "Urgent" Creative ways to delegating task & promote team work. 	IMPRA Consulting International, USA	Bangladesh	Banani Club	2019	3 Days
Key Performance Indicator (KPI)	<ul style="list-style-type: none"> KPI- How difficult to make it? KRA vs. KPA KRA its influencing factors KRA flow chart Strengths and limitations 	Bangladesh Institute of Management (BIM)	Bangladesh	Sobhanbag, Mirpur Road, Dhaka 1207	2018	2 Days
Professional Skill Development Program (PSDP)	CV writing, Cover letter writing, Communication Skills, Interview skills, Job searching, Business etiquette, Global awareness.	AIUB	Bangladesh	Dhaka	2016	1 day
Effective Human Resource Management	How HR effectively can work with non-HR officials within the organization and to act as HR partner for the department.	AIUB (External Trainer)	Bangladesh	AIUB	2016	1Day

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Recruitment HRIS Job Analysis & Manpower Planning Labor Law 	<p>1. The professional competency and expertise field on general HRM operation, policy and procedures preparation, recruitment/ selection, placement, compensation/ benefits and insensitive, career/ talent management plan, training and performance development, performance appraisal, HRIS and HR data management, leave management, Legal and compliance.</p> <p>2. Confident to arrange, facilitate and conduct seminars & multimedia presentations.</p> <p>3. Sound knowledge and practice in handling different computer programs i.e. MS Word, MS Excel, MS Access, MS PowerPoint, MS Visio, Adobe Photoshop, Adobe Illustrator.</p>

Extra-Curricular Activities:

Admin Head of AIUB society for HRM club (January 10, 2015 – December 20, 2015) • Campus coordinator of AIUB job fair 2015, worked as a volunteer. • Coordinator of AIUB HR carnival 2015 and moderated every activities of this mega event. • Arranging different kind of seminar, workshop, talk shows, training, competition, conference, exhibitions and many others indoor and outdoor activities.

Computer Skills:

Microsoft Office, Good at Microsoft Office excel, Adobe Photoshop, Adobe Photoshop Light room v5 7, Adobe illustrator, Good at PowerPoint presentation.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali (native) and English	High	High	High
Turkish	Low	Low	Low

Personal Details:

Father's Name : Md. Mosharraf Hossain
Mother's Name : Lutfun Nahar
Date of Birth : August 12, 1993
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
National Id No. : 19934114735000159
Religion : islam sunni
Permanent Address : village: Alamnagar, post office:Amdabad, Sadar, Jessore
Current Location : Dhaka



Md Moktadir Hossain