

R E S U M E

MD. REAZ UDDIN

Present Address

2/3, North Manikdi
Dhaka Cantonment
Dhaka-1206.

Contact

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CAREER OBJECTIVE

Looking for a challenging position in a dynamic organization that provides excellent job environment and recognizes quality performance & creativity where I can pursue a professional career by using strong sense of responsibility, efficiency and willingness to learn in a valued characteristics in order to maintain effective competitive world.

PROFESSIONAL EXPERIENCES

Organization : **HAMJA TEX (Duration: 01/10/2018 to 20/11/2019) = 1 Year & 11 Months)**

Designation : Sr. Executive, Accounts & Admin

Job Responsibilities :

- To Maintain Organizational accounts (Cash Book / Bank Book / Petty Cash Book / other relevant register).
- Keep Record of daily Expenditures; Prepare Vouchers, Checking Bills on timely basis.
- Prepare fund position reports and projection of fund requirements.
- Handling salary & all kinds of employee's payment by maintaining confidentiality.
- Filling & safe keeping various bank related papers and support the seniors when necessary.
- Maintaining daily attendance and submission of monthly report.
- Maintain leave records of employees and personal profile of all staff.
- Ensuring ID card, Visiting Card for newly appointed employee.
- Make all documentation and reporting of admin department.
- Preparing Employee list, Employee Database.
- Deal with employees discipline procedure.
- Follow-up different requisition for smooth operation of the department.
- Maintaining daily movement of employee.
- Handle all kinds of protocol related works.
- Placing advertisement for recruitment, Selecting CV and Arranging interview.
- To Directing and coordinating human resources activities such as recruitment, training, career development, compensation and benefits, employee relations, industrial relations, employment law, compliance, disciplinary and grievance issues, etc.
- Assist HR Manager regarding HR & Admin issues.
- Ensure daily functional activities of the HR department by giving proper support and any other task as assigned by superiors.
- Preparing Meeting Minutes, job description for officer / staff and report for management as and when required.
- Assist seniors as and when necessary.
- Implement and monitor Group HR plans and policies. Any other job related to Admin department etc.

Organization : **MASTER BUILDER LTD. (Duration: 20/04/2012 to 30/01/2016 = 3 Year & 9 Months)**

Designation : Sr. Executive, HR & Admin

Job Responsibilities :

- Maintaining daily attendance and submission of monthly report.
- Maintain leave records of employees and personal profile of all staff.
- Ensuring ID card, Visiting Card for newly appointed employee.
- Make all documentation and reporting of admin department.
- Preparing Employee list, Employee Database.
- Deal with employees discipline procedure.
- Follow-up different requisition for smooth operation of the department.
- Maintaining daily movement of employee.
- Handle all kinds of protocol related works.
- Placing advertisement for recruitment, Selecting CV and Arranging interview.
- To Directing and coordinating human resources activities such as recruitment, training, career development, compensation and benefits, employee relations, industrial relations, employment law, compliance, disciplinary and grievance issues, etc.
- Assist HR Manager regarding HR & Admin issues.
- Ensure daily functional activities of the HR department by giving proper support and any other task as assigned by superiors.
- Preparing Meeting Minutes, job description for officer / staff and report for management as and when required.
- Assist seniors as and when necessary.
- Implement and monitor Group HR plans and policies. Any other job related to Admin department etc.

Organization : **EMIRATE REAL ESTATE LTD. (Duration: 01/05/2008 to 19/04/2012 = 3 Year 11 Months)**

Designation : Sr. Executive, Accounts & Admin

Job Responsibilities :

- To Maintain Organizational accounts (Cash Book / Bank Book / Petty Cash Book / other relevant register).
- Keep Record of daily Expenditures; Prepare Vouchers, Checking Bills on timely basis.
- Prepare fund position reports and projection of fund requirements.
- Handling salary & all kinds of employee's payment by maintaining confidentiality.
- Filling & safe keeping various bank related papers and support the seniors when necessary.
- Maintaining daily attendance and submission of monthly report.
- Maintain leave records of employees and personal profile of all staff.
- Ensuring ID card, Visiting Card for newly appointed employee.
- Make all documentation and reporting of admin department.
- Preparing Employee list, Employee Database.
- Deal with employees discipline procedure.
- Follow-up different requisition for smooth operation of the department.
- Maintaining daily movement of employee.
- Handle all kinds of protocol related works.
- Placing advertisement for recruitment, Selecting CV and Arranging interview.

- To Directing and coordinating human resources activities such as recruitment, training, career development, compensation and benefits, employee relations, industrial relations, employment law, compliance, disciplinary and grievance issues, etc.
- Assist HR Manager regarding HR & Admin issues.
- Ensure daily functional activities of the HR department by giving proper support and any other task as assigned by superiors.
- Preparing Meeting Minutes, job description for officer / staff and report for management as and when required.
- Assist seniors as and when necessary.
- Implement and monitor Group HR plans and policies. Any other job related to Admin department etc.

EDUCATIONAL QUALIFICATIONS

- **Masters of Business Studies (M.B.S) – 2012**
Second Class, Management, Govt. Titumir College, National University.
- **Bachelor of Commerce – B.Com (Pass) – 2005**
Second Class, Commerce, Govt. Titumir College, National University.
- **Higher Secondary Certificate (H.S.C) – 2002**
Second Division, Business Studies, Shaheed Ramiz Uddin College, Dhaka.
- **Secondary School Certificate (S.S.C) – 1999**
Second Division, Science, Balughat High School, Dhaka

COMPUTER EXPERTISE

- Operating System : Windows XP, Vista, Windows 7 & Windows 8.
- Advance user on : Microsoft Office (Word, Excel & PowerPoint), E-mail, Internet Operation, Graphics Designing (Photoshop & Illustrator)

OTHER QUALIFICATIONS

- Successfully Completed Office Course (MS Word, MS Excel, MS Power Point), Adobe Photoshop, Adobe Illustrator & Internet use in Abacus Computer Training Center.
- Successfully Completed Administration and Logistics Management for HR & Administrative Professionals Training from Business Express Training Center.

TYPING SPEED

- Good capabilities to work under and challenging condition and with the community people modestly.

COMMUNICATION

Bengali	:	Mother tongue
English	:	Good at listening, speaking, reading & writing.

PERSONAL PROFILE

Father's Name	:	Md. Abdur Razzak
Mother's Name	:	Fatema Begum
Permanent Address	:	2/3 North Manikdi, Dhaka Cantonment, Dhaka -1206.
Date of Birth	:	April 15, 1984
Blood Group	:	B+(ve)
Nationality	:	Bangladeshi by birth
Religion	:	Islam
Marital Status	:	Married
Height	:	5' – 4"



MD. REAZ UDDIN

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