

Last Updated : **December 23, 2017**

DIPTI BISWAS

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Career Objective:

Seeking a responsible career opportunity in banking sector that will be the best utilization of my knowledge, education, experiences and skills where significant contribution to the success of organization goal.

Career Summary:

B.Tech. in Electronics & communication Engineering with 74.56% marks From EIILM University, Sikkim, India. Done H.S.C with GPA 3.70 in science group & Done S.S.C with GPA 4.50

Special Qualification:

• Got 100% scholarship in B.TECH from Rai Foundation's Institutes, India.
• Awarded for the best project work in the department of Electronics and Communication, EIILM University, India.

Employment History:

Total Year of Experience : 4.4 Year(s)

1. **Executive HR (February 10, 2015 - July 6, 2017)**

Orion Group

Company Location : Jamirdia, Valuka, Mymensingh

Department: HR & Admin

Duties/Responsibilities:

Reviewing resumes and applications

Conducting recruitment interviews and providing the necessary inputs during the hiring process

Working with recruitment agencies to source for candidates for specific job positions

Maintaining HR records, such as those related to compensation, health and medical insurance

Handling insurance-related issues

Managing workplace safety issues

Training new or existing employees

Communicating and explaining the organization's HR policies to the employees

Preparation of salary statement

Conducting various welfare activities

Regular updating of communication channels

Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management

Preparing and processing timely distribution of salary, bonus, increment salary slip, leave encashment and full and final settlements

Recording, maintaining and monitoring attendance to ensure employee punctuality

Conducting employee orientation and facilitating newcomers joining formalities

Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee

Resolving grievances or queries that any of the employees have

Checking travel and tour expenses and contractor bills and record in relevant software for timely credit of the amount into employee's accounts

Preparing letters such as offer and confirmation

Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers

Engaging with employees on a regular basis to understand the motivation levels of people in the organization

Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing.

I have worked with following Buyers-

H & M, C & A, Li & FUNG, Rochi, GAP, TESCO, NEXT.

2. Sr. Officer IT & HR (January 1, 2014 - January 1, 2015)**Orion Group**

Company Location : Jamirdia, Valuka, Mymensingh

Department: HR

Duties/Responsibilities:

Maintenance KORMEE Software and Co-ordinate of Payroll.

Ensure Employee Personal Files & Personal Data are maintained and updated properly.

Prepare Monthly Salary, Performance Bonus, festival bonus, Increment Sheet.

Supervise Payroll, Attendance & Leave of Employees.

Calculation & Implement of Salary review, increment and Promotion of regular Employees.

Supervise General Administration so that all works are done smoothly.

Ensure implementation of the Compliance by the Business Unit as per the Compliance manuals.

Carry out regular Compliance Audit in the Business Unit and put up recommendations, follow-up for implementation and provide reports thereof.

Have to Perform Compliance audit at factories in conjunction with Buyers Compliance guidelines.

Preparing & submitting various monthly reports.

3. IT Officer (January 1, 2013 - January 1, 2014)

Pioneer knitwear`s (BD) Ltd.

Company Location : Jamirdia, Valuka, Mymensingh.

Department: IT

Duties/Responsibilities:

Installation, Configuration & Maintenance of Servers, Printer Servers, Client, Corporate LAN, Data server, Mail Server etc .

Update all workers, staff & officer"s details information record such as personal, education, training, increment, image, leave, leave types, loan, working-off day, disciplinary action etc.

Responsibilities to implement troubleshoot and maintain it systems to support company"s business functions.

Update & Maintenance all Payroll Status.

Hardware, software & network maintenance of the computers. Oracle application server 10g, CCTV Camera & FACE PUNCH machine maintenance & making technical report correspondence management personnel.

Provide guidance, assistance, solutions and follow up on user questions, problems, malfunctions of all system applications hardware and software installed or maintained by it.

Over all any kinds of HR & Compliance related works properly and discuss about top Management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Tech in Electronics & Communication Engineering	Electronics & Communication	Eastern Institute for Integrated Learning in Management University, Sikkim,Ind [Foreign Institute]	First Class	2012	4 years	Got 100% scholarship in B.TECH from Rai Foundation's Institutes, India.
HSC	science	Nakol Sammilani Degree College, Magura	CGPA:3.7 out of 5	2007	2 years	Scholarship from BRAC education program
SSC	science	Radhanagor High School, Magura	CGPA:4.5 out of 5	2005	2 years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Zigbee based wireless data logging system	This project is about the development of a data logging system which can work both wired & wireless infrastructure	Core future	India	Kolkata	2012	3 months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 50000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Chattogram, Dhaka, Faridpur, Jashore, Khulna, Kushtia,
 Magura, Rajbari, Rajshahi, Sylhet
 Preferred Country : India, Australia
 Preferred Organization Types : Banks, Software Company, IT Enabled Service, Computer
 Hardware/Network Companies, NGO, Multinational
 Companies, Engineering Firms, Garments, Buying House,
 Garments Accessories, Sweater Industry, Technical
 Infrastructure

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Hindi	Low	Low	High

Personal Details :

Father"s Name : Amulya Chandra biswas
 Mother"s Name : Sushila Rani biswas
 Date of Birth : January 1, 1988
 Gender : Female
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Sanatan (Hindu)
 Permanent Address : vill- Loxmikandar, P.O-Magura, P.S-Magura, Dist-Magura
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Asma Banu	: Engr. Nripendranath Biswas
Organization	: BRAC University, Career service Office	: Titas Gas Transmission & Distribution Company Ltd.
Designation	: Sr.Asst.Director	: Deputy Manager
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Relation	: Academic	: Relative