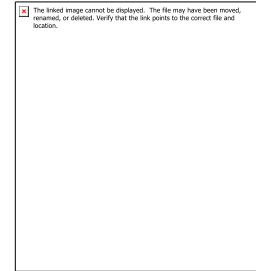


Applied For: **IT Executive (Sylhet)**

Last Updated : **May 14, 2018**

## GAZI KAMRUZZAMAN EMON

Address: Contact Address: Anamika b/33,East Shahi Eidgah sylhet Mobile: 01760837301  
Email: emonhot834@gmail.com  
Mobile : +8801760837301  
email:emonhot834@gmail.com, emonhot@yahoo.com



### Career Objective:

Develop my career in such a way that would provide me an advance opportunity in a challenging environment of a reputed national or multinational company and become an integral part of the organization.

### Career Summary:

Now i am working as a (HR) executive at Argon Denims Ltd Dhaka .

Job Description / Responsibility

- \* Carry out the assigned HR activities as per the direction of the Head of HRD.
- \* prepare and submit all relevant HR Letters/ Documents/ Certificates as per the requirement of employees in consultation with the management.
- \*maintain employee database.
- \* conduct employee orientation.
- \*conduct the research on labor market.
- \* arrange for Training to the newly recruited employees.

### Special Qualification:

- I have completed my Three month internship program from Prime Bank Ltd.
- Diploma in Computer Hardware and Software Engineering.
- Diploma in Computer Certificate applications MS Word ,Excel etc..

### Employment History:

**Total Year of Experience : 2.0 Year(s)**

#### 1. HR EXECUTIVE ( January 3, 2013 - January 3, 2015)

##### **ARGON DENIMS Ltd**

Company Location : DHAKA

Department: HUMAN RESOURCE MANAGEMENT

##### **Duties/Responsibilities:**

I was HR executive employee of ARGON DENIMS Ltd

### Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
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RMBA	Human Resource Management	Metropolitan University, Sylhet	CGPA:2.63 out of 4	2013	One year	2.63
BBA	Management	Metropolitan University, Sylhet	CGPA:2.4 out of 4	2012	Four year	2.40
HSC	Commerce	Modon Mohan College, Sylhet	CGPA:1.8 out of 5	2006	TWO year	1.80
SSC	Commerce	The Aided High School, Sylhet	CGPA:2.75 out of 5	2001	one year	2.75

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Diploma in Computer Certificate applications.	Diploma	C&E	Bangladesh	Sylhet	2006	Four Month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Three months Internship certification	Prime Bank Ltd, Shubid bazar, Sylhet	Shubid bazar, Sylhet	August 8, 2011	November 8, 2011

### **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 20000
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, HR/Org. Development
Preferred District	: Dhaka, Sylhet
Preferred Country	: Germany, New Zealand, United Kingdom, United States, Australia, Canada, Denmark, France, Swaziland
Preferred Organization Types	: Banks, Leasing, Investment/Merchant Banking, Event Management, NGO, Market Research Firms, Restaurant, Travel Agent, Tea Garden, Direct Selling/Marketing Service Company, Share Brokerage/ Securities House

### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Cash Management</li> <li>Foreign Exchange</li> <li>Remittance</li> </ul>	<ul style="list-style-type: none"> <li>Operating System: Windows 2000, Windows XP.</li> <li>Office Application: MS word, MS Excel, MS PowerPoint.</li> <li>Internet Browsing</li> <li>Diploma in Computer Hardware and Software Engineering.</li> <li>Diploma in Computer Certificate applications.</li> <li>Diploma in Mobile software &amp; Hardware Engineering.</li> <li>I completed my Three month's internship from Prime Bank Ltd.</li> </ul>

**Extra Curricular Activities:**

I am a professional lead Guitarist & musician

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	Medium	Medium

**Personal Details :**

Father's Name : Md.Ali Hossain  
Mother's Name : Salina Hossain  
Date of Birth : February 10, 1984  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : C/O, Abdulla Aal Mamun, Vill: Kirtipur, Post: Jhikar Gacha, Zilla : Jessore  
Current Location : Sylhet

**Reference (s):**

Name : Engr. Md.Mostafizur Rahman  
Organization : Jalalabad Gas T & D System Ltd.  
Designation : Managing Director  
Address : Department of Business  
Administration . University of  
Metropolitan Sylhet, 3100  
Phone (Off.) :  
Phone (Res.) :  
Mobile : +8801730-096096  
EMail : jgtdsldlo@gmail.com  
Relation : Family Friend