

Last Updated : **December 10, 2018**

## **HASIBUL HASAN JAMAN**

Address: Vill:Deger Chala,Post Office:National  
University,P.S:Vogra,District:Gazipur,, Savar, Savar, Dhaka 1340  
Home Phone: 01671649387  
Mobile : 01960456331  
email:hasibulakcl@gmail.com, zamanaccl@gmail.com



### **Employment History:**

**Total Year of Experience : 7.9 Year(s)**

1. **Sr.Executive (HR,Admin & IT) ( March 7, 2014 - Continuing)**

**Pro Makers Sweater Ind. Ltd. PRO GROUP**

Company Location : Degar Chala,National University,Gazipur,Dhaka

Department: Admin,HR & IT

**Duties/Responsibilities:**

- a) Attendance & Payroll Software Operating, Maintenance & Support.
- b) To prepare Monthly Worker wages sheet Over Time Sheet, Bonus Sheet, Staffs Salary Advice & Assist to all functions associated with the payroll operations, CSL Display Monitor Monitoring, System & LAN Support Network Monitoring,Server Managing,Internet Support & Cabling.Also Hardware trouble shooting,ServerMonitoringBackup ,Monitoring Network Printer
- c) Responsible for implementing and ensuring reliable performance of Enterprise Resource Planning (ERP) system & Participate in projects to implement and test ERP systems and applications Also Set deadlines, assign responsibilities, and monitor progress of the ERP system.Evaluate and recommend changes to ERP system to meet organizational needs.

Resolves ERP related hardware, software and system problems.

Monitor and maintain ERP systems security.

Install new software releases and system upgrade, and evaluate and install patches.

- d) Job analysis, Job design & other official letters as per management requirement & Manage and implement Performance appraisal system as per company"s performance philosophy and defined policies,Develop the training calendar and conduct regular training for concern team and employees,Manage all payroll activities for all employees. Manage and implement all the compensation policies of the organization including annual increments and incentives,Disciplinary action and grievance handling as per organization policy,Prepare different HR reports as per management requirement,Updating and maintaining personal file, leave record, attendance, overtime etc.

**Computer & IT Skills:**

Operating Systems: Windows98/ 2000/ XP /2003/2007/2008/2010.

Networking: Basic Networking & TCP/IP knowledge, Able to manage a corporate office network, Basic knowledge on Cisco routers, Implementing, maintenance and troubleshooting.

Programming: C, C++, Assembly Language, Flash.

Others: MS Office Package, Computer Hardware maintenance and troubleshooting.

Installing, Supporting and Maintaining CCTV, Access Control.

Should have working experience on LAN, MAN, WAN, GAN, Router, Switches, VPN etc.

Providing technical support for users with varying levels of IT knowledge and competence;

Troubleshooting, fault-finding and providing solutions for CCTV or Access Control System

About maintain and service CISCO server, mail server & streaming server.

Knowledge on Oracle & other database system

Handling & Operating systems ERP software.

Regular maintain Layer-2 & Layer-3 LAN network.

& configure router & manageable switch.

Also maintaining web server, update website data & develop web content.

Have to maintain and service of Desktop, Laptop & Printer, Wi-fi etc.

To protect Server, Desktop & Laptop from Virus, Malware & Spyware.

Managing and update IT inventory, documentation and monthly report for the Management

**2. Executive (Admin,HR & IT) ( December 12, 2012 - December 2, 2013)**

**Alliance Knit Composite Ltd.**

Company Location : Zirabo,Ashulia,Savar, Dhaka

Department: Admin,HR & IT

**Duties/Responsibilities:**

01)Responsible for overseeing the payroll operation.

02)Prepare management of employee leave entry, attendance and other adjustments & deductions related to income tax, provident fund, overtime, etc. of a large no. of employees and preparation of final settlement at the time of employee job separation.

The position will be responsible for updating the employee profile with relevant information of promotion, increment, transfer, entitlements & emoluments etc.

03)Assist in handling Compensation & Benefit Management

Maintain HRIS

Coordination with Payroll & Personnel Team, Responsible for Personal File Management

Assist in Manpower Planning & Controlling

Maintaining for implementing and ensuring reliable performance of Enterprise Resource Planning (ERP) system .

Developing & Participate in projects to implement and test ERP systems and applications & Set deadlines, assign responsibilities, and monitor progress of the ERP system.

Evaluate and recommend changes to ERP system to meet organizational needs.

Resolves ERP related hardware, software and system problems.

Monitor and maintain ERP systems security.

Install new software releases and system upgrade, and evaluate and install patches.

Other Activities:

Follow up employee/labor relation & legal affairs work

Preparation / Issue office note, memo, office order & circular in respect of HR issues

Follow-up Appointment processing, Orientation / Induction, exit interview

Ensure transfer, increment, promotion, separation, and confirmation related work.

To develop, upgrade and implement HR policies, guidelines up to a reasonably acceptable standard for establishing smooth HR operation within the company.

Follow up Disciplinary action & conduct departmental enquiry & grievance.

Follow up expenditures like staff & workers salary & wages, overtime & night allowance, incentives, education allowance, Tiffin bill, Final settlement bill etc

To improve workers and management relationship, communication with workers & staffs, attend participation committee meeting and safeguard the facility against labor unrest and conflict.

Ensure security of plant, properties, premises & personnel.

Negotiate/resolve daily problems among workers/staffs etc on administrative issues.

Maintain rapport with the local bodies, buyer representatives and govt. agencies.

Ensure administrative policy & procedure for smooth running in the factory.

Update all licenses, certificates

Follow up hygienic issues

Ensure administrative related MIS are properly maintain, update

Solving the PC troubleshooting experience &

Experience in solving printer, projector, UPS and other office IT equipment"s problems.

PC hardware troubleshooting is specially required.

Experience on Windows 7, Windows 8.1, Windows 10, Mac, Ubuntu/Linux, Windows Server etc.

Have Good sound in DHCP, Active Directory, DNS, and IP Addressing etc. is necessary.

As Installing all types of Application Software.

Knowledge on Internet connectivity & forwarding issues.

Have Knowledge on Network cabling, switching, routing etc.

Handling Knowledge on tools for file backup/restore system.

Other activities assigned by the management from time to time.

3. **Executive (Admin,HR,Payroll & Database Software.) ( January 3, 2010 - February 5, 2012)**

**Basic Apparel Ltd.**

Company Location : Abdullahpur,Uttara,Dhaka

Department: Admin,HR &amp; IT

**Duties/Responsibilities:**

- a) Attendance & Payroll Software Operating, Maintenance & Support.
- b) To prepare Monthly Worker wages sheet Over Time Sheet, Bonus Sheet, Staffs Salary Advice.
- c) Assist to all functions associated with the payroll operations.
- d) CSL Display Monitor Monitoring.
- c) System & LAN Support
- d) Network Monitoring
- e) Server Managing.
- f) Internet Support.
- g) Cabling.
- h) Hardware trouble shooting.
- i) Server Monitoring Backup
- j) Monitoring Network Printer

Computer &amp; IT Skills:

Operating Systems: Windows98/ 2000/ XP /2003/2007.

Networking: Basic Networking &amp; TCP/IP knowledge, Able to manage a corporate office network, Basic knowledge on Cisco routers, Implementing, maintenance and troubleshooting.

Programming: C, C++, Assembly Language, Flash.

Others: MS Office Package, Computer Hardware maintenance and troubleshooting.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Science	Botany	Ananda Mohon College	Second Class, Marks :45%	2012	04	Second Class
HSC	Science	Sherpur Govt. College & University.	CGPA:3.4 out of 5	2008	02	3.40
SSC	Science	Khar kharia Shahid Golam Moustofa High School	CGPA:4.13 out of 5	2006	02	4.13

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
IT Training	Hardware ,Software & Networking.	Creative IT Centre	Bangladesh	Dhaka	2016	02 Months

**Career and Application Information:**

Expected Salary : Tk. 45,000  
 Preferred Job Category : Garments/Textile  
 Preferred District :  
 Preferred Organization :  
 Types

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bengla	High	High	High
English	High	High	High

**Personal Details :**

Father"s Name : Syede Ali  
Mother"s Name : Monuara Begum  
Date of Birth : October 8, 1991  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Current Location : Dhaka

---