

Last Updated : **December 6, 2017**

HAZRAT ALI

Address: Jatiyo Mohila Sangstha. Urban Based Marginal Women Development Project (2nd Phase) 145, New Baily Road, Dhaka-1000
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Career Objective:

Actively seeking an opportunity to be integrated into the company's Internet Marketing team, where I will be able to learn and share my own experience for the general advancement of the company's online programs.

Career Summary:

To work environment of intellectual excellence where there is opportunity to show competence and there is scope of evaluation based on that competence. I want to use my interpersonal and communicative skills to pursue a dignified career where there is better opportunity to work to more people. I am well organized, highly motivated and excellent communication skills. In addition I am reliable, flexible and quick to learn.

Special Qualification:

Office Application, Graphics, Internet Browsing. Business accounting record keeping, Preparing Weekly/monthly Statements, Preparing Budget, Day to day support to HR Team. Maintain HR Software, Maintain manual bill/payment by excel.

Employment History:

Total Year of Experience : 8.1 Year(s)

1. Asst. Programmer (March 23, 2017 - Continuing)

Ministry of Women & Children Affairs

Company Location : Jatiyo Mohila Sangstha, 145, New Baily Road, Dhaka

Department: Computer

Duties/Responsibilities:

Drafting, Computer Hardware, Software, Data analysis and other related job.

2. Asst. Manager (HR Admin & Compliance) (April 1, 2014 - March 22, 2017)

Southern Knitwear Ltd

Company Location : Hizolhati, Baroipara, Kaliakor, Gazipur

Department: HR Admin & Compliance

Duties/Responsibilities:

*Recruiting *Hiring *Training *Organization Development *Communication *Performance Management *Coaching *Policy Recommendation *Salary and Benefits *Payroll software handling *Team Building *Employee Relations *Leadership *Planning *Monitoring *Controlling *Overseeing *Attendance *Filing *Compliance *House keeping *Preparing job responsibilities *Supervising/Managing *Performance appraisal *Health and Safety *Auditing *Security Management *Office Management. etc

Reporting follow up:

*Daily attendance report.
*Buyer/Compliance Email check & review.
*Fire Safety
*Health & Safety.
*CAP/Compliance finding review & solutions.
*Disciplinary Action.
*Emergency communicates.

3. Executive (IT , HR & Admin) (July 1, 2013 - March 30, 2014)**Southern Knitwear Ltd**

Company Location : Hizolhati, Baroipara, Kaliakor, Gazipur

Department: IT , HR & Admin

Duties/Responsibilities:

* Maintain network, server and other computer related facilities.
*Monthly Salary making using Payroll Software.
*Capable to setup and maintain company`s computer network system which includes, Fiber option, Radio link, LAN and WAN, VPN, Wireless Router.
*Mail Server manages and create user ID and user password of company requirement wise.
*Company user mail configure in windows outlook express, Office outlook express.
*Backup of all company data and user mail of company requirement wise.
*Monitoring manage the security of IT and ensure day to day IT operation is running smoothly.
* Provide PC, network, software, system and IT support.
* Provide system administration and technical support to work group computer.
* Hardware & Software installation and troubleshooting.
* Computer Backup & Recovery.
* Provide day-to-day IT support services to users.
* Assist in the site preparation of setting up office network by conducting site visits.
* Provide any other support activities as required.
* Design, implementation and maintenance of office LAN, servers, workstations and other equipments and services.
* Install & Configuration hardware, operating system (Windows) Servers, Router and other software applications.
* Ensuring system security, network security availability and performance.

* * * Recruitment, training, documentation, awareness, increment, promotion, transfer, termination, discharge, leave management, settlement of final payment, pay roll & pay slip making, maternity benefit, wpc meeting, participate at the time of buyer visit, audit facing, orientation, ensure social compliance and on.

4. Officer (IT , HR & Admin) (July 1, 2012 - June 30, 2013)

Hadid Corporation

Company Location : House # 27 , Road # 02 Sector # 05, Uttara,Dhaka-1230, Bangladesh.

Department: IT , HR & Admin

Duties/Responsibilities:

- * Provide Software, Hardware and Networking Solution
- * Manage and provide various training programs like MS Office.
- * Monitor and supervise company"s services to its clients.
- * Create and develop new opportunity to stretch the company to a high level
- * Deal with clients and making them satisfied by imparting a best possible service.

*** Total admin. activities, Discipline,Security System,Transportation.

Recruitment Workers & Staff,Promotion,Training program for the staffs & Workers,Making company"s polices with the consent of Higher management.Personnel Evaluation,promotion/ increment.& transfer & termination according to the law,Leave approve with law, Food arrangement for the staffs & workers at lunch, dinner & breakfast etc.

5. Teachin & Operating (January 1, 2011 - June 30, 2012)**Rising Sun Academy**

Company Location : Tongi, Gazipur

Department: Computer

Duties/Responsibilities:

Install operating system and application package and backup all documents

Take database backup and maintain the backup register in all Hospital regularly

Make software available to appropriate users

Ensure the Anti-Virus software installed, keep up to date and working properly in all Hospitals

Check new computer equipment on arrival and install as appropriate

Maintain battery condition of ups and ensure staffs are aware of the importance of battery maintenance

Maintain computer peripheral such as projectors, scanners and printers ensure that these are prepared and ready for use

Deploy computer hardware/software to Hospitals

Keep a log of all technical faults

Other assignment given by sr. coordinator, IT / Advisor

Data entry and give training to the user

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters of Arts (MA)	Islamic Studies	National University	First Class, Marks :70%	2015	1.6	1st Class
B.A (Pass)	Arts	National University	Second Class	2013	3 Years	2nd Class
HSC	Business Studies	I,E,S, School & College	CGPA:4.15 out of 5	2010	2009-10	A
SSC	Business Studies	I,E,S, School & College	CGPA:4.75 out of 5	2008	2007-08	A

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fire Fighting, Fire Prevention, Rescue & First Aid Training	Concept of FSCD & their functions, Fire fighting policy, technique, rules, Concept/use of all fire fighting equipments, prevention procedures, Fire drill, Rescue & First Aid.	Bangladesh Fire Service & Civil Defense Directorate .	Bangladesh	Southern Knitwear Ltd.	2014	3 Days
Participation Committee for Social Compliance.	Formation & Objective.	BGMEA.	Bangladesh	Dhaka	2014	1 Day
Fire safety		BKMEA	Bangladesh	Gulshan, Dhaka	2014	3 days
Diploma in computer Science & Techonology	Office Application, Hardware, Software, Basic Electronic, Internet Concept, Hardware Replacement	NIT	Bangladesh	Uttara	2012	6 Month
Dipioma In Computer Engineer .	Printers & Monitor,UPS repairing, Hardware & Networking	Multimedia Computer & Engineering Technology.	Bangladesh	Dhaka	2012	2 Years

Professional Qualification:

Certification	Institute	Location	From	To
Advance Data Analsis with MS Excel 2007	National Youth Training Academy (Internee)	Dhaka	July 1, 2013	December 31, 2013

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 22000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Accounting/Finance, General Management/Admin
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Saudi Arabia, United States, United Arab Emirates
 Preferred Organization : Banks, Telecommunication, College, Audit Firms /Tax
 Types : Consultant, Group of Companies, Call Center

Specialization:

Fields of Specialization	Description
• Computer Science/ Engineering	Experience for 5 Years

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details :

Father"s Name : Abu Taher Ali
 Mother"s Name : Ranu Begum
 Date of Birth : February 20, 1993
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill- Hasangoaj, P.O- Gozaria, P.S- Lalmohon, Dist- Bhola
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Mamun Sarker	Md. Nurul Islam
Organization	: Biswanet IT	Southern knitwear Ltd
Designation	: CEO	DGM (Accounts)
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Relation	: Professional	Professional
