

Last Updated : **September 9, 2017**

## **KM. IMRUL KAYES**

Address: Board Bazar, National university, Gazipur, Dhaka  
Mobile : 01914-829131/01714-645658  
email:imrulbg@gmail.com



### **Career Objective:**

Strong desire to build up a successful career by obtaining a challenging and rewarding position in a reputed organization where I can apply my skill, knowledge and experience to enhance organization, success and also enhance my personal knowledge and

### **Career Summary:**

- 01) 10 (Ten) Years Experience in Computer Hardware , Networking, Software & Internet Technology.
- (02) Job Experience in Payroll & Hardware , Networking & Internet Technology.
- (03) Attendance Software (GA-HR & Payroll, Star Iaps, Jibika HR & Payroll Software) Salary Sheet , Payroll, (Finger Punch, Card Punch) Daily Reporting, Maintaining employees personal data, Managing employees` data related to payroll, Preparing monthly salary sheets.
- (04) ID Card, MS-Office , Photoshop , Networki

### **Special Qualification:**

Educational Backgrounds:

S/L EDUCATION RESULT BOARD YEAR

01. S.S.C GPA. 4.25 Technical 2006

02. Diploma in Computer Eng: GPA. 3.13 Technical 2010

### **Employment History:**

**Total Year of Experience : 8.8 Year(s)**

#### **1. Sr. IT & Payroll Officer ( January 1, 2014 - Continuing)**

##### **Hannan Group**

Company Location : Board Bazar, Gazipur.

Department: Account`s

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

Attendance Software, Salary Sheet , Payroll, (Finger Punch, Card Punch) Daily Reporting, Maintaining employees personal data, Managing employees` data related to payroll, Preparing monthly salary sheets, Festival Bonus Sheet, Earn Leave Payment Sheet, Yearly Increment, Managing any changes or revisions of the payroll data, Managing OT, shift allowance, night allowance, etc. in the payroll, Preparing and maintaining final settlement of the employees, Preparing monthly reports, migration, new recruitment, comparative OT, ID Card, Maintain Salary Sheet

#### **2. I.T & Payroll Officer ( April 3, 2010 - December 31, 2013)**

**Floret Fashion Wears (Pvt) Ltd.**

Company Location : Targach, National University, Gazipur

Department: All Factory

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma In Computer Engineer	Hardware, Software, Network	City Polytecnic Institute, Khulna	CGPA:3.13 out of 4	2010	04 Years
S.S.C (Vocational) In Computer Scince	Computer Scince	Narail Technical School and College	CGPA:4.25 out of 5	2006	02 Years

**Career and Application Information:**

Looking For : Entry Level Job  
Available For : Full Time  
Present Salary : Tk. 32000  
Expected Salary : Tk. 20,000  
Preferred Job Category : Accounting/Finance, HR/Org. Development  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization : Software Company, IT Enabled Service, Garments, Textile, Buying House, Group of Companies, Sweater Industry

**Language Proficiency:**

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

**Personal Details :**

Father"s Name : Late Md.Kazi Shahadat Hossin  
Mother"s Name : Mst. Soburon Nesa  
Date of Birth : January 4, 1989  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam Sunni  
Permanent Address : Vill: Fadi Abud, Post Office : Bagsreerumpur, Police Station+District: Narail.  
Current Location : Gazipur

**Reference (s):**

Name : Md. Shaheb Ali Khan  
Organization : Brack Bank Ltd.  
Designation : Zonal Manager  
Address : 10/1 Anando Mohan Bosak Lane,  
Nahar Complex, Nayabazar,  
Dhaka-1100.  
Phone (Off.) :  
Phone (Res.) :  
Mobile : +8801714-645658  
EMail : mdshaheebali@brackbank.com  
Relation : Relative

