

Last Updated : **January 21, 2019**

MASUD RANA

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Gazipur 1700
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Career Objective:

• To get myself in any Dynamic Position where I can Expose Potentiality. • To work in Challenging Environment. • To build Career in Developing Field. • To work in Team with Creative Idea. • To work Under pressure.

Employment History:

Total Year of Experience : 3.8 Year(s)

1. **Pay-Roll & Hr Executive (September 14, 2017 - Continuing)**

Silken Sewing Ltd.

Company Location : Baniarchala,Vobanipur(Membarbari),Sadar,Gazipur.

Department: Hr & Compliance

Duties/Responsibilities:

Pay-Roll Management (KORMEE Software) .

Prepare Salary Sheet & Check.

Leave Management & Attendance Management.

Requirement without Any Discrepancy.

Employee joining formalities.

Maintaining employee records/ Personal file.

Coordinate in handling Outsourced employees.

Coordinate employee confirmations.

Assist in training and development activities.

Responsible for effective and faster recruitment process and fulfill clients requirement.

Update personal files with proper and necessary documents.

Maintain and up to date all records, files, and documents.

Ensure daily attendance of each employee

Prepare monthly Recruiting Report

Daily Recruiting activities

Assisting the senior team in various HR related activities

2. **Executive(Pay-Roll) (February 17, 2015 - September 1, 2017)**

Noman Terry Towel Mills Ltd (A concern of Noman Group)

Company Location : Vawal Mirzapur, Gazipur, Dhaka.

Department: HR, Admin & Compliance

Duties/Responsibilities:

Individual job:

Pay-Roll Management (Payroll System, Easy Going Software) And HR Related Work.

Prepare Salary Sheet & Check.

Provide Promotion, Increment & Appointment Letter To Employees.

Leave From Provide, Collect & Posting at Software.

Day By Day Employees Information Update at Payroll System Software.

Attendance Update At Software .

Employees ID card Prepared & Provide.

Prepare Different Kind Of Report When Required.

Prepare Supplementary Salary.

Official Work (MS Excel, Word, Access, Power Point, Networking, Graphics Etc.)

Different Kind Of Report Provide To Compliance Or Buyer When Required.

Combine job:

Networking & Hardware Setup & Trouble Shooting When Required.

Assist to networking, e-mail configure & maintenance

Detector Machine Maintain & New Employees Face Registrations at Detector Machine.

When Are Buyer Audit Then Floor Visit If Assign By Management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Engineernig	Computer	Tangail Polytechnic Institute	CGPA:3.32 out of 4	2014	4 Years
Dakhil	Humanites	Deopur Chalkpara Dhakhil Madrasa.	CGPA:5 out of 5	2010	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Disciplinary Action	Disciplinary Action & Job Separation	Advocatesbd Associates(Legal, Training & Consultancy Firm)	Bangladesh	Uttara,Dhaka	2018	1 Day
Bangladesh Labor Law 2006	Chapter-6 Safety	Bioshems	Bangladesh	Uttara,Dhaka	2017	1 Day
Computer Skill	Á Computer Basic: Microsoft Word, MS. Excel, MS Access, MS Power Point etc.Á Graphics:Adobe Photoshop,Illustrator .	US Software LTD	Bangladesh	Dhaka	2014	3 Month

Professional Qualification:

Certification	Institute	Location	From	To
Fire & safety	BKMEA	Noman terry towel mills ltd.	May 2, 2015	May 3, 2015
Cisco Certified Network Associate(CCNA)	US Software Ltd.	69/B PANTHAPATH, Dhaka 1205, Banglades	August 26, 2014	November 26, 2014

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 21,000
Preferred Job Category : IT/Telecommunication, HR/Org. Development
Preferred District : Anywhere in Bangladesh.
Preferred Country : China, Italy, Japan, Saudi Arabia, Australia, Brazil, Canada,
Chile, Singapore, Swaziland
Preferred Organization Types : Banks, College, Software Company, BPO/ Data Entry Firm,
Computer Hardware/Network Companies, Govt./ Semi Govt./
Autonomous body, Airline, Chemical Industries, Call Center,
Cement Industry, Clinic, Battery/ Storage cell

Personal Details :

Father"s Name : Abdul Jalil
Mother"s Name : Hamida Begum
Date of Birth : June 10, 1995
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Maloti,858, Nagarbari, Kalihati, Tangail 1977
Current Location : Gazipur
