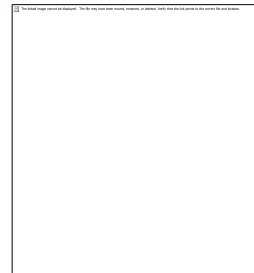


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **October 2, 2017**

## **Md.Enamul Hoque Khan**

Address: House No. 172/3 ,( Near Amtoli Mohila Madrasha ) ,West Manikdi,Dhaka  
Cantonment , Dhaka-1206 ,Bangladesh.  
Home Phone: 01715676255  
Office Phone :01918722968  
Mobile : 01752598296  
email:enamul.khan@ymail.com, enamul.khan968@gmail.com



### **Career Objective:**

To get a job where I can prove myself for betterment of mine and my family .

### **Career Summary:**

- Employment:- Selection, interviewing, Testing, Recruitment & Placement.
- Human Resource Development:- Motivation, Training & Development
- Employee benefits: Salary, Wages, pay scale, increment, incentives, allowances etc.
- Job Change: Transfer, Promotion, & demotion
- Handling Employee grievance for- employees' compliance.
- Employees' Performance Evaluation.
- Industrial Relation: Relation between Employee and Management.
- Employee Services: Employee Welfare.
- 

### **Special Qualification:**

Admin & HRM

### **Employment History:**

**Total Year of Experience : 17.3 Year(s)**

#### **1. Manager ( April 18, 2015 - Continuing)**

##### **Plummy Fashions Ltd.**

Company Location : Narayanganj , Dhaka, Bangladesh

Department: Admin & HR

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

Job Description / Responsibility

Maintain attendance and office discipline.

Supervise & manage the support staff to ensure that the assigned tasks are completed in effective and timely manner.

Ensure proper documentation of employees movement & communication

Checking the invoice prior to payment related to office maintain and other related matter.

Maintain PABEX system, Security system, Office renovation.

Seating arrangement of the employees

Distribution of mobile to the staff as well as corresponding with mobile operating system

Store management of office stationeries & also responsible for office beautification.

Control and allocation of official vehicle and checking fuel bill consumption and tax token, insurance

etc,  
 Supervision of all drivers & office assistant.  
 Distribution of car to the employee as priority basis  
 Responsible for car repairer & maintenance and maintain all papers of the car up to date by BRTA office.  
 Prepare salary attendance  
 Administrative correspondence with Govt. / Non-Govt. organization as requested  
 Coordinate all types of meetings for senior management, general staff meetings as instructed.  
 Oversee office maintenance and upkeep of furniture, sanitary items, wall paintings and civil aspects of the premise.  
 Manage legal issues with employees and handle grievances.  
 Ensure maintenance of all office equipment, monitor and maintain effective functionalists of Electricity, Generator, Computers, CCTV, Internet, Water supply and air coolers.

## 2. **Assistant Manager ( December 1, 2011 - April 16, 2015)**

### **Palmal Group (Cortz Apparels Ltd.-2)**

Company Location : Gajipur, DHAKA

Department: Admin & HR DEPT.

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

##### **HR Responsibility**

½ To carry out all personal function such as recruitment, selection, record up to date of personal file & statistics, promotion, Separation, increment, transfer, disciplinary activity etc. relating to employees of factories according to company policy.

½ To Knowledge inquire & investigation system.

½ To operate & maintain various computerized system such as Personal information, Payroll information, Leave Register, Computerized Attendance Processing System Time Card, Pay Slip, Salary and Wages Sheet, OT Sheet etc. of all employees of the Company.

½ To implement performance appraisal program and to provide necessary cooperation to all Department/Section concerned regarding performance appraisal procedures according to company policy.

½ To assist the management in negotiation with workers.

½ To prepare Human Resources planning, Organogram, direct and coordinate Human Resources Workers Handbook, furnish and maintain around 2000 personal files of the employees of the company.

½ To prepare job analysis, description & specification.

½ To conduct motivation & counseling program.

½ To identify the training need of existing employees of the company and formulate Training program.

##### **Compliance Responsibility**

½ To check the hiring/personnel practices such as employment contract, letter of employment, working hours, procedure to avoid child labor etc.

½ To maintain work schedule such as normal working hour, shift working hour, over time working hour etc.

½ To check wages and benefit such as pay formulation on wages, insurance itemized deduction etc.

½ To check record keeping such as employing communication, grievance procedure, factory and dormitory rules, disciplinary procedure etc.

½ To check legal compliance such as license of specific operations of boiler, generator etc.

½ To ensure medical/first aid facilities and its record and accident record and investigation report, observe occupational diseases, training records of first abider½s etc.

½ To ensure fire safety procedure such as evacuation plan, emergency procedure for fire, chemical spillage, maintenance of fire protective equipment like extinguishers, smock detector, fire alarm, fire hydrants, exit box, emergency light, training records of fire fighter etc.

½ To inspect machinery maintenance schedule, electric safety, waste water discharge, air emission, enough lighting, indoor air, hazardous process, hazardous wastes etc.

#### Administrative Responsibility

- To provide general administrative support to the factory.
- To maintain Systematic House Keeping.
- To generate & maintain excellent gardening system.
- To ensure the stationary requisition, storage and issue system.
- To operate the security department according to duty roster.
- To operate the civil work and check all bill.
- To implement and develop the business process.

### 3. **Asst. Manager ( September 18, 2009 - November 3, 2011)**

#### **Popular Life Insurance Company Ltd.**

Company Location : Motijheel, Dhaka

Department: Admin & Establishment Department

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

- Supervise and monitor the work of an 05-member team of Administration & Establishment Department.
- Assist Assistant General Manager in implementing Company policies.
- To assess the need for future manpower for the Company through discussion with the functional managers.
- To deal with performance appraisal and salary administration of the employees.
- To initiate notes, letters regarding disciplinary action against the employees and conduct inquiries of the misconduct cases keeping in view with the legal implications.
- To review absenteeism and arrange remedial measures.
- To look after the welfare activities of the employees.
- To deal with the transport management of the Project.
- To deal with the store management of the project.
- Work as a member of the tender committee.

### 4. **Branch Manager ( October 18, 2006 - April 1, 2009)**

#### **BRAC**

Company Location : COX'S BAZAR

Department: BRAC Development Programme

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

- Supervise and monitor the work of an 05-member team of Administration & Establishment Department.
- Assist Assistant General Manager in implementing Company policies.
- To assess the need for future manpower for the Company through discussion with the functional managers.
- To deal with performance appraisal and salary administration of the employees.
- To initiate notes, letters regarding disciplinary action against the employees and conduct inquiries of the misconduct cases keeping in view with the legal implications.
- To review absenteeism and arrange remedial measures.
- To look after the welfare activities of the employees.
- To deal with the transport management of the Project.
- To deal with the store management of the project.
- 

### 5. **Executive ( January 11, 2001 - October 5, 2006)**

#### **Viyellatex Spinning Mills Ltd.**

Company Location : Maona, Gajipur

Department: Admin & HR

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

Duties/Responsibilities:

#### HR Responsibility

- To carry out all personal function such as recruitment, selection, record up to date of personal file & statistics, promotion, Separation, increment, transfer, disciplinary activity etc. relating to employees of factories according to company policy.
- To Knowledge inquire & investigation system.
- To operate & maintain various computerized system such as Personal information, Payroll information, Leave Register, Computerized Attendance Processing System Time Card, Pay Slip, Salary and Wages Sheet, OT Sheet etc. of all employees of the Company.
- To implement performance appraisal program and to provide necessary cooperation to all Department/Section concerned regarding performance appraisal procedures according to company policy.
- To assist the management in negotiation with workers.
- To prepare Human Resources planning, Organogram, direct and coordinate Human Resources Workers Handbook, furnish and maintain around 2000 personal files of the employees of the company.
- To prepare job analysis, description & specification.
- To conduct motivation & counseling program.
- To identify the training need of existing employees of the company and formulate Training program.

#### Compliance Responsibility

- To check the hiring/personnel practices such as employment contract, letter of employment, working hours, procedure to avoid child labor etc.
- To maintain work schedule such as normal working hour, shift working hour, over time working hour etc.
- To check wages and benefit such as pay formulation on wages, insurance itemized deduction etc.
- To check record keeping such as employing communication, grievance procedure, factory and dormitory rules, disciplinary procedure etc.
- To check legal compliance such as license of specific operations of boiler, generator etc.
- To ensure medical/first aid facilities and its record and accident record and investigation report, observe occupational diseases, training records of first abider's etc.
- To ensure fire safety procedure such as evacuation plan, emergency procedure for fire, chemical spillage, maintenance of fire protective equipment like extinguishers, smock detector, fire alarm, fire hydrants, exit box, emergency light, training records of fire fighter etc.
- To inspect machinery maintenance schedule, electric safety, waste water discharge, air emission, enough lighting, indoor air, hazardous process, hazardous wastes etc.

#### Administrative Responsibility

- To provide general administrative support to the factory.
- To maintain Systematic House Keeping.
- To generate & maintain excellent gardening system.
- To ensure the stationary requisition, storage and issue system.
- To operate the security department according to duty roster.
- To operate the civil work and check all bill.
- To implement and develop the business process.

#### 6. **Freelance Journalist ( December 30, 2000 - November 30, 2001)**

##### **Local & National Dailies**

Company Location : Dhaka & Chittagong

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

\*Cover the Sports & Cultural News .

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
EMBA (STUDYING)	Human Resource Management	Uttara University		2015	18 MONTHS
MSS	Public Administration	University of Chittagong	Second Class, Marks :56%	1996	01
BSS	Public Administration	University of Chittagong	Second Class, Marks :57%	1995	03
HSC	ARTS	Government of Chittagong College	First Division, Marks :65%	1992	02
ssc	Arts	Kattali Nurul Hoque Chowdhury HIGH SCHOOL	Second Division, Marks :55%	1990	02

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Social Dialogue Program	Social Dialogue Program	LI & FUNG	Bangladesh	Dhaka	2017	03 Days
Financial Management Training	All financial functions	BRAC	Bangladesh	Coxesbazar	1998	15 DAYS
HR - MANAGEMENT TRAINING	HR RELATED FUNCTIONS	BRAC	BANGLADESH	COXESBAZAR	1998	15 DAYS
HRM TRAINING	ALL KINDS OF HRM FUNCTIONS	SCITI	BANGLADESH	DHAKA	1998	15 DAYS

#### **Professional Qualification:**

Certification	Institute	Location	From	To
Fire & Safety	Fire Service & Civil Defence	Cortz Apparels Ltd.	July 1, 2013	July 3, 2013
HRM TRAINING	SCITI	DHAKA	May 5, 2010	May 15, 2010

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 65000  
 Expected Salary : Tk. 0  
 Preferred Job Category : General Management/Admin, HR/Org. Development  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Organization Types : NGO, Development Agency, Buying House, Hotel, Group of Companies

**Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>Recruitment</li> <li>Training</li> <li>Job Analysis &amp; Manpower Planning</li> <li>Compliance</li> <li>Compensation &amp; Benefits</li> </ul>	<ul style="list-style-type: none"> <li>Supervise and monitor the work of an 05-member team of Administration &amp; Establishment Department.</li> <li>Assist Assistant General Manager in implementing Company policies.</li> <li>To assess the need for future manpower for the Company through discussion with the functional managers.</li> <li>To deal with performance appraisal and salary administration of the employees.</li> <li>To initiate notes, letters regarding disciplinary action against the employees and conduct inquiries of the misconduct cases keeping in view with the legal implications.</li> <li>To review absenteeism and arrange remedial measures.</li> <li>To look after the welfare activities of the employees.</li> <li>To deal with the transport management of the Project.</li> <li>To deal with the store management of the project.</li> <li>Work as a member of the tender committee.</li> <li>* All types of communication skill.</li> </ul>

**Extra Curricular Activities:**

Writing ,Acting , RJ IN Radio ,

**Language Proficiency:**

Language	Reading	Writing	Speaking
ENGLISH	High	High	High
BANGLA	High	High	High
HINDI	Low	Low	High
ENGLISH	High	High	High
BANGLA	High	High	High
HINDI	Low	Low	High

**Personal Details :**

Father's Name : Md.Moklesur Rahman Khan  
 Mother's Name : Monjila Begum  
 Date of Birth : January 1, 1974  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Village :Jalalpur ,Post :Luxmipur,Thana : Kalkini ,Via: Angaria (Koajpur - Tekerhat),Distict :Madaripur. Bangladesh  
 Current Location : Dhaka

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: LT.COLONEL ABDUR ROB	Md. Shajahan
Organization	: BANGLADESH ARMY	Palmal Group Of Industries Ltd.
Designation	: LT.COLONEL	Deputy General Manager

Address : 103.DOHS,DHAKA  
Phone (Off.) :  
Phone (Res.) :  
Mobile : 01731594841  
EMail :  
Relation : Relative

Confidence Tower.Shajad pur , Dhaka.

01818882886

shahjahan.fhro@palmalgarments.com

Professional