

Last Updated : **July 22, 2018**

MD KAMRUZZAMAN SABUJ

Address: Bangladesh Rural Electrification Board, Workshop Complex,
House: E-2/4, Palashbari, Nabinagar, Ashulia, Savar, Dhaka
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Career Objective:

Being motivated with good attitude, strong analytical and development skill wanted to become part of a leading organization and full fill my desire acquiring knowledge and pleasure working with the most competent professionals.

Career Summary:

Project coordinator with 1.5 years experience in an IT related company.
Junior Executive in HR & Admin department in Apparel Industry.
Have technical knowledge about Industrial Engineering (IE), Quality and Planing department in Apparel Industry.

Employment History:

Total Year of Experience : 3.5 Year(s)

1. **Executive (December 17, 2017 - Continuing)**

Bureau Veritas Customer Products Service Ltd.

Company Location : Plot: 130, DEPZ Extension area, Ganakbari, Savar DHAKA
Department: Test Assignment

2. **Junior Executive (November 1, 2016 - December 15, 2017)**

Vertex RMG Division

Company Location : Varari, Rajfulbaria, Hemayetpur, Savar, Dhaka
Department: HR and Admin

Duties/Responsibilities:

01. Responsible for HR initiatives which include new hire, performance review process.
02. Prepare and update leave status, Daily Attendance, yearly increment, salary adjustment and individual salary statement.
03. Counsel and follow up activities of workers and production staffs in the production floor.
04. Ensure workers" participation in training, orientation, and awareness program as per business requirements.

3. **project coordinator (May 2, 2015 - October 27, 2016)**

Water Speed

Company Location : 53/1 New Elephant Road (1st floor), Dhaka-1205

Department: project Management

Duties/Responsibilities:

01. Accomplishes work requirements by orienting, training, assigning, scheduling, and coaching employees.
02. Meets work standards by following production, productivity, quality, and customer-service standards; resolving operational problems.
03. Meets cost standards by monitoring expenses; implementing cost-saving actions.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Finance & Banking	Jahangirnagar University	CGPA:3.59 out of 4	2015	2013-2015
B.Sc. Engineering	Computer Science & Engineering	Mawlana Bhasani Science and Technology University	CGPA:3.24 out of 4	2011	2008-2011
HSC	Science	Savar Model College	CGPA:4.7 out of 5	2007	2005-2007
SSC	Science	Savar Cantonment Board High School	CGPA:4.88 out of 5	2005	2003-2005

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
PHP basic	Html,Css,php,javascript,jquery,Database	Bdjobs	Bangladesh	kawranbazar,Dhaka	2012	1 month

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 30000
Expected Salary : Tk. 15,000
Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
Preferred District : Anywhere in Bangladesh.
Preferred Country : Germany, Italy, South Africa, Australia
Preferred Organization : Banks, Telecommunication, Software Company, IT Enabled
Types : Service, Computer Hardware/Network Companies, Govt./Semi Govt./ Autonomous body, Multinational Companies, Engineering Firms

Language Proficiency:

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

Personal Details :

Father"s Name : Md. A. Baset Mollah
Mother"s Name : Mrs. Selina
Date of Birth : May 10, 1990
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill+post: Jadabpur, Thana: Dhamrai, District: Dhaka
Current Location : Dhaka

Reference (s):

Name : Md. Mosaddik Hasan
Organization : Mawlana Bhashani Science &
Technology University
Designation : Assistant Professor
Computer Sciense &
Address : Engineering Department,
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Relation : Academic
