

Last Updated : **March 30, 2018**

MD. MYNUL ISLAM

Address: 1/B, Bhuiyan house, Faydabad chowrasta, Uttara, Dhaka.
Home Phone: 01985349616
Office Phone : 01533477426
Mobile : 01672296271
email: mynul_s07@yahoo.com, eng.mynul.com@gmail.com



Career Objective:

To secure a position as an IT professional in a growing technologically oriented organization that will utilize my talents, challenge my skills and offer me opportunities to grow both personally and professionally.

Career Summary:

As a CSE graduate from Dhaka International University of Science & Technology, I have been working at various organizations more than about 4 years with various responsibilities. So I am extremely confident to perform required job responsibilities. If my skills and experiences do apply and are able to fulfill your requirements, please don't hesitate to contact me.

Special Qualification:

HR & Payroll
Digital HRIS System
Strategic Action
Disciplinary Action
Recruitment, Compensation & Benefit
Key Performance Indicator (KPI)
Performance Appraisal

Employment History:

Total Year of Experience : 9.3 Year(s)

1. **Sr. Executive (February 12, 2015 - Continuing)**

Anowar Group of Company

Company Location : Pagar, Pathan Para, Tongi, Gazipur

Department: HRD

Duties/Responsibilities:

Major Responsibilities:

Kormee HRIS Software operation specialized.

Ensure Sustainable Business in terms of HR, Compliance & Administration.

Develop Compliance & HR to ensure sustainable business growth.

Conduct Internal Audit and provide corrective action plan (CAP) to others unit by monthly basis.

Responsible for Keep update company organization & Manpower planning for all department and units.

Co-ordinate with company"s other sister concern factory as group coordinator and advice on HR & Payroll Issues where team mates are faces difficulties.

Implementation of Company policies and procedures as per management desire and law requirement.

Prepared Manpower & Payroll Budget at the end of the year.

Selection & Recruitment. Provide Appointment Letter. Issue Disciplinary action letter.

HR Manual Record & amendment Salary provision. Service benefit provision. Gratuity

provision. Salary Reconciliation. Income Tax calculation (individual). Prepared Profit

bonus & Eid bonus for Employee. Daily Attendance & Absenteeism Report Prepare

monthly Salary budget, Salary Sheet & Pay Slip Flow up personnel files (Only

Management Staff File). Prepare Monthly OT & Salary Report of around 4000 employees

Reporting meeting minute to senior Compliance related all Salary & wages benefit report

made by me. Manpower Variance, Manpower budget & Employee Migration report Final

Settlement Bill Prepare & Monthly report making. ML Bill Calculation & Report Making

Earn Leave encashment sheet & Payment Making Increment letter, Promotion Letter,

Transfer Letter And support to HR others factional works etc.

2. Jr. Executive (MIS) (February 12, 2012 - January 31, 2015)**Graphics Textile Ltd**

Company Location : Sreerampur, Kalampur, Dhamrai, Dhaka

Department: Human Resource

3. Executive of HRIS (June 1, 2010 - January 1, 2012)**Aman Knittings Ltd.**

Company Location : Kulashur, Hemayetpur, savar Dhaka - 1000

Department: Human Resource Mangement

4. IT Officer (June 2, 2009 - April 30, 2010)**Rajmoni Ishaka Hotel**

Company Location : Dhaka, kakrail.

Department: It section

Duties/Responsibilities:

Follow Up Hardware, Network & Software Problem and solving immedietely

Follow Up Internet Email, Outlook Mail, and maintain C.C Camera Related Software.

Good Communication With foreigner Guest

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|------------------|--------------------------------|--------------------------------|--------------------|----------|----------|---------------------------|
| B.S.C in C.S.E | Computer Science & Engineering | Dhaka International University | CGPA:2.87 out of 4 | 2013 | 3 Years | Graduation of Engineering |
| Diploma Engineer | Computer | Comilla polytechnic Institute | CGPA:3.43 out of 4 | 2008 | 4 year | Diploma Certificate |
| SSC | Machanical | Hajigong Pilot High School | CGPA:4.18 out of 5 | 2004 | 10years | High School Degree |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|------------------------------|--|---|------------|------------------------------------|------|----------|
| Software Develop | C,C++,VB.NET | Maa Institute of IT | Bangladesh | Mohammadpur, Dhaka | 2008 | 6 Month |
| Computer Networking | LAN,WAN,Microsoft SQL Server, 2000,2005,Oracle 10g,Windows Server2000,2005,2008 Linux Etc. | Abdullah Computer Center | Bangladesh | Kotbari, Comilla | 2008 | 6 Month |
| Operating system | Dos ,Windows(98,2k&xp),Windows vista.windows7 | Maa institute of IT & Abdullah Computer Training Center | Bangladesh | Dhaka,Mohammadpur&Comilla, Kotbari | 2007 | 6 month |
| Webpage Design & Development | Html,CSS,PHP,SQL Server Etc. | Abdullah Computer Center | Bangladesh | Kotbari Comilla | 2007 | 6 Month |

Professional Qualification:

| Certification | Institute | Location | From | To |
|---|---|----------------------------|-------------------|------------------|
| Advanced Managerial Communication & Self Leadership Self-Leadership | Sapien Strategy Consulting & Research | Anwar Group of Industries | April 19, 2017 | April 20, 2017 |
| Bangladesh Labor Rules 2015 | World Academy for Research & Development (WARD) | Jigatola, Dhanmondi, Dhaka | November 1, 2015 | November 1, 2017 |
| Crystal Report | CSL Software Resource LTD | Joshimuddin, Uttara | February 1, 2012 | February 3, 2012 |
| Supervision Excellence Workshop | Mind Mapper Bangladesh | Aman Knitting Ltd. | March 3, 2011 | August 5, 2011 |
| Training on Labor Law 2006 and labor (amendment) Act, 2013 | World Academy for Research & Development (WARD) | | September 1, 2010 | November 9, 2017 |

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 30000
 Expected Salary : Tk. 30,000
 Preferred Job Category : IT/Telecommunication, HR/Org. Development
 Preferred District : Chandpur, Chattogram, Cumilla, Dhaka
 Preferred Country : American Samoa, China, Australia, Iran
 Preferred Organization : Banks, Computer Hardware/Network Companies,
 Types Engineering Firms, Garments, Buying House

Specialization:

| Fields of Specialization |
|--|
| <ul style="list-style-type: none"> • C++/ VC++ • Cisco • Crystal Reports • LAN/ WAN • MS Word/ Excel/ PowerPoint/ OneNote • OS/ 2 • Printer Servers • Windows 2000/ 2003 Server(s) • Windows Administration • Windows XP/ 2000/ ME/ 98 |

Language Proficiency:

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

Personal Details :

Father"s Name : Md zoynul Abden
Mother"s Name : Salma Akter
Date of Birth : November 15, 1987
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : C/O. Md. zoynul Abden , vill: Dhoplla , p.s: sharasti, p.o: woaruk ,
zilla:chandpur
Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|--------------------------------|-----------------------------|
| Name | : Md:Ahasanuzzaman | Md:zoynul Abden |
| Organization | : Ministry of Cultural Affairs | Sengao Primary School |
| Designation | : Chief Accounts Officer. | Math Teacher |
| Address | : cga bhaban, segun bagisa | chandpur ,town |
| Phone (Off.) | : 880-02-9360017 | |
| Phone (Res.) | : | |
| Mobile | : | 01673183886 |
| EMail | : | |
| Relation | : Relative | Relative |
