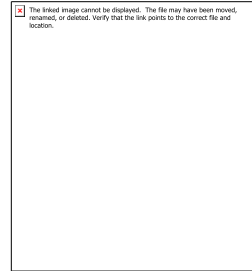


Applied For: **IT Executive (Sylhet)**

Last Updated : **October 13, 2018**

MD. SIRAJUL ISLAM

Address: House#34, Road#06, Sector#13 Uttara, Dhaka-1230
Home Phone: +8801918113432
Office Phone :+8801745646966
Mobile : +8801956016698
email:mdsirajul.uits@gmail.com, mdsirajul92@yahoo.com



Career Objective:

Obtain a position in an organization where I can demonstrate my technical skills, competencies, and experiences as well as learn from the business surroundings to ensure the right value that an organization deserves from an employee.

Career Summary:

As a Human Resources Generalist I have progressive desire and experience Managing Employee Benefits & Compliance, Employee Hiring & Onboarding, Performance Management Processes, Licensure Tracking and HR records. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Proficient with HRIS, Applicant Tracking and Benefits management.

Special Qualification:

International Masters Of Business Administration (IMBA in Human Resource Management)

Employment History:

Total Year of Experience : 1.4 Year(s)

1. Accountant (November 7, 2013 - February 9, 2014)

Paragon Fashion

Company Location : North Masdair, Hossen & co. road, Opposite Police Line, Fatullah, Narayangonj
Department: Accounce

Duties/Responsibilities:

- *Preparing monthly salary sheets for all employees.
- *Maintain all accounts such as maintaining different ledgers, petty cash, stock journal etc.
- *Preparing and maintaining all vouchers and different company bills.
- *Reconcile all accounts with all the entities of Paragon Fashion both domestic and international and collect required data.
- *Deal with other various responsibilities as per directed by the Executive Director.

2. Assistant Relationship Officer (February 1, 2012 - March 31, 2013)

Dutch Bangla Bank Ltd.

Company Location : Bashundhara Residential Area

Department: General Banking

Duties/Responsibilities:

Introduced customers with DBBL Product.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	HRM	University Of Information Technology and Sciences		2018	16 months	-
BBA	Finance	University of Information Technology & Sciences	CGPA:3.14 out of 4	2012	4 Years	Business Graduate
HSC	Science	Madhupur Shahid Smrity Higher Secondary School	CGPA:3.4 out of 5	2006	2 Years	HSC PASSED
SSC	Science	Madhupur Shahid Smrity Higher Secondary School	CGPA:4.25 out of 5	2004	2 Years	SSC PASSED

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Self training: Microsoft Dynamics HR Management	Recruiting, Employee Administration, Talent Management, Employee Self-Service, Time and Attendance Reporting, Mobile Working Dynamics, Talent Apps LinkedIn & Office 365 Apps	Microsoft Corporation	World Wide	Online Test Drive	2018	One Year
Self training: Configuration Orange HRM	Admin Module(User Management, User Role, ESS, Pay Grades,), PIM, Leave Management, Time	University Of Information Technology and Sciences	Bangladesh	Dhaka, Bangladesh	2017	4 months

	Management, Performance, Dashboard, Directory					
Odoo functional	Invoicing, Accounting, Purchase, Inventory, Manufacturing, HR	Odoo S.A.	Belgium	Online	2017	3 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : IT/Telecommunication, HR/Org. Development
 Preferred District : Dhaka, Jamalpur, Mymensingh
 Preferred Country : New Zealand, United Kingdom, Canada, Switzerland
 Preferred Organization Types : Software Company, Garments, Pharmaceuticals, Packaging Industry

Specialization:

* Microsoft Dynamic HR Management : Recruiting, Employee Administration, Talent Management, Employee Self-Service, Time and Attendance Reporting, Mobile Working Dynamics, Talent Apps, LinkedIn & Office 365 Apps * Orange HRM : Admin Module(User Management, User Role, ESS, Pay Grades,), PIM, Leave Management, Time Management, Performance, Dashboard, Directory * Odoo : Invoicing, Accounting, Purchase, Inventory, Manufacturing, HR * Operating Systems : Ubuntu 18.04.1, Windows 10 Home Single Language . * Application Packages : Odoo_10.0, Oracle Flex Cube 12.00000, MS Office,

Language Proficiency:

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

Personal Details :

Father's Name : Md. Shafiqul Islam
 Mother's Name : Momtaz Begum
 Date of Birth : December 30, 1988
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village: Horkhali, Post Office: Mazalia-2050, Police Station: Sarishabari, District: Jamalpur
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Abdullah- Bin-Mansur	Md. Ashraful Islam

Organization	: Dutch-Bangla Bank Ltd.	CSL Software Resources Ltd.
Designation	: Senior Officer	Associate Senior Programmer- Development
Address	: 119-Dania Branch,Ayesha Mosarraf Shopping Complex, Shyampur, Dhaka	Plot # 53, R # 07, Sector # 04 Uttara Model Town, Dhaka-1230
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Mobile	: +88-01716-165348	+88-01736-031780
EMail	: shetu121@yahoo.com	ash.razu@gmail.com
Relation	: Professional	Family Friend