

Last Updated : **March 7, 2018**

## **MONIRUL ISLAM**

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### **Career Objective:**

I am looking to join a progressive organization where I can learn the new managerial techniques & utilize my learned knowledge and develop existing managerial skills for the progress of organization.

### **Career Summary:**

worked at Elite Paint & Chemical Industries Ltd.  
worked at ACI Logistics Ltd.  
worked at FMC GROUP

### **Special Qualification:**

interned at Glaxo SmithKline

### **Employment History:**

**Total Year of Experience : 6.1 Year(s)**

1. **Service Co-Ordinator ( March 28, 2015 - October 31, 2016)**

## **QATAR BUILDING COMPANY-TESMEC MIDDLE EAST**

Company Location : Industrial Area, Street #38 (Right Side) Gate - 28, Opp. Boom Const. Co. (Garage) , Doha, Qatar

Department: HR & Administration

### **Duties/Responsibilities:**

Providing timely support and information to customers enquiries and issues regarding trencher troubleshooting.

Assigning daily tasks to the teams for trencher repairs as per customers inquiries.

Monitoring work in process to ensure timely completion of service repairs of trenchers as per customers requirements.

Preparing necessary inbound & outbound status reports (JOB CARDS), stock movement, billing and any other reports as required by the Supervisor.

Handling and managing all clients claims and disputes; creating reports and highlighting for management reviews; ensuring the claims process is in line with the agreed SOPs.

Ensuring warranties are completed and submitted to the TESMEC S.P.A., ITALY.

Coordinating in preparing the Rental Agreement on behalf of TESMEC MIDDLE EAST for its clients.

Preparation of Turnover Report, Employee Performance Report, Warranty Status Report, Department Performance Report, on monthly basis.

Daily following up with internal and external parties for all related costs/charges to be collected and submitted to billing for timely invoicing, & submission of departments Petty Cash.

Coordinated with group HR for departments employees by preparing recruitment requirements, training, yearly leave & ticketing, grievances (labor camp needs), performance appraisals, daily attendance reports.

## **2. Assistant Manager - HR & Admin ( November 15, 2012 - December 25, 2014)**

### **Elite Paint & Chemical Industries Limited**

Company Location : EliteHouse, C.D.A. Avenue, Chittagong, Bangladesh

Department: Administration

### **Duties/Responsibilities:**

Overall administrative functions of the office and ensure their proper day to day implementation.

Assisting recruitment process, orientation program, training programs and other development programs.

Maintain employee personal files, leave records and vehicle files updated.

Ensure HR activities in compliance with policies, procedures and local laws and regulations.

Coordinate and handle grievance and disciplinary issues effectively and efficiently.

Administer compensation, benefits and performance management systems.

Analyze training needs to design employee development and health and safety programs.

Provide admin support to Sales Department as per requirement.

Used to handle all kinds of logistics issued for the Sales Department.

## **3. Outlet Operation Manager ( May 5, 2011 - October 31, 2012)**

**ACI LOGISTICS LTD.**

Company Location : Equity Anitri, Kotowali, Chittagong-4300.

Department: Sales & Management

**Duties/Responsibilities:**

Monitoring sales activities to ensure that customers receive satisfactory service and quality goods. Resolving customer complaints regarding sales and service. Examining products to ensure that it is correctly priced and displayed. Determining price schedules and discount rates with instruction from Head Office. Lead, supervise, train & develop outlet employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers. Conducting performance appraisal of the sales and service team of the outlet. Inventory stock and reordering when inventory drops to a specified level. Preparing and controlling expenditures of the outlet. Coordinating with Head office regarding different issue of the outlet.

**4. Bunker Trader & Office Secretary ( May 9, 2010 - April 28, 2011)****FMC Group**

Company Location : House No.14 Road No: 01 O. R. Nizam Road R /A Chit

Department: Marine Dept.

**Duties/Responsibilities:**

Organizing and coordinating meetings, conferences, travel arrangements for the Managing Director & other Departmental Heads.

Used to maintain schedules for Managing Director.

Used to handle incoming mail and preparing quotations for existing & new customers.

Keeping track of the supply of requirement of the clients.

Communicating through proper channels to answer of inquiries and provide information to the potential customers.

Keeping Liaison with internal and external suppliers.

Ensuring supply of quality products to the clients.

Preparation of monthly Sales Report.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	East Delta University, Chittagong	CGPA:3.29 out of 4	2014	1 yr.
BBA	Management	Independent University, Bangladesh	CGPA:3.16 out of 4	2010	3.5 yrs.
A Level	Business Studies	Little Jewels School & College,Chittagong [Foreign Institute]	CGPA:3 out of 5	2006	2 yrs.
O Level	Business Studies	Little Jewels School & College,Chittagong [Foreign Institute]	CGPA:3.9 out of 5	2004	2 yrs.

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Internship	HR Activities & Training	GlaxoSmithKline (GSK)	Bangladesh	Chittagong Factory Office	2010	3 months

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 30000  
 Expected Salary : Tk. 30,000  
 Preferred Job Category : General Management/Admin, HR/Org. Development  
 Preferred District : Bandarban, Chattogram, Cox"s Bazar, Khagrachari, Rangamati, Sylhet  
 Preferred Country : China, Afghanistan, Armenia, Australia, Canada, Czech Republic, Egypt, France, Hong Kong, Russia  
 Preferred Organization Types : College, Advertising Agency, NGO, Multinational Companies, Public Relation Companies, Embassies/Foreign Consulate, Hotel, Airline, Real Estate, Overseas Companies, Automobile

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Administration</li> <li>• Human Resources</li> <li>• Store</li> <li>• Marketing</li> <li>• Training &amp; Development</li> </ul>

### **Extra Curricular Activities:**

Member of IUB's Debating Club. Member of IUB's Social Welfare Society.

### **Language Proficiency:**

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

### **Personal Details :**

Father"s Name : Mamunur Rashid  
 Mother"s Name : Nasima Akhter  
 Date of Birth : December 10, 1986  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Muslim  
 Permanent Address : 999, Pathantoly Road, Motiarpool, Haji Jalil Mansion, Chittagong-4100.  
 Current Location : Chattogram

### **Reference (s):**

	Reference: 01	Reference: 02
Name	: Mrs. Amatu Khair (Shetu)	Md. Moslehuddin Khaled
Organization	: Equity Property Management Limited	Independent University, Bangladesh
Designation	: Administration Manager	Senior Lecturer of Business School of IUB
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Relation	: Relative	Academic

