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ROBIUL ALAM

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Career Objective:

To maintain, update and monitor the overall Administrative work with a medium or large complains factory.

Career Summary:

Wish to work in a friendly environment and play challenging role.

Special Qualification:

Diploma in Networking

Employment History:

Total Year of Experience : 5.3 Year(s)

1. **Admin Officer (January 2, 2016 - Continuing)**

SAR INTERNATIONAL CLOTHING

Company Location : SOUTH GAZIR CHAT, ASHULIA , SAVER, DHAKA

Department: HR

Duties/Responsibilities:

- * Manage day-to-day HR administration as per HR policy of the company.
- *To monitor time section closely for regular activities like attendance checking, OT checking, software data posting, workers file and other necessary documents.
- * Maintaining Leave Management and Daily Attendance of all employees.
- * Maintaining employee personal files as well as other HR files and update time to time.
- Maintaining recruitment, selection, appointment and joining process.
- * Review applications and assessments for completeness.
- * Issue bio-metric attendance ID no, Photographic ID.
- * the daily overtime hours report with production status & report to management.
- *To assists accounts section for preparing worker salary sheet and paying salary among the worker at the end of the month in disciplinary way.
- * Daily floor visit to ensure the safe working place requirements
- * Besides Network & Hardware Solution, excellent knowledge of basic software & hardware installation in windows platform.CCTV installation, troubleshooting & Maintenance. E-mail receiving, editing, and so on.

2. It & Admin officer (October 1, 2013 - January 5, 2016)**Dymon Science & Chemicals Ltd.**

Company Location : 31, Shahid Nazrul Islam Sarak, Mamun Plaza(Hatkhol

Department: HR

Duties/Responsibilities:

To maintain, update and monitor the overall Administrative work Besides Network & Hardware Solution, excellent knowledge of basic software & hardware installation in windows platform.CCTV installation, troubleshooting & Maintenance. E-mail receiving, editing, use Photoshop and so on.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.S.S	Political Science	National University	Second Class, Marks :51%	2011	2
B.A (Pass)	Arts	National University	Second Class, Marks :48%	2009	3
Post Graduate Diploma (PGD)	PGD HRM	Bangladesh institute of management	Appeared	2018	1
HSC	Humanities	Abdul Jabber College	CGPA:1.9 out of 5	2005	2
SSC	Humanities	Gafur Gonj Highschool	CGPA:2.25 out of 5	2002	-

Professional Qualification:

Certification	Institute	Location	From	To
Diploma in Networking.(MCTS,MCSA,MCTIP)	Idb-bisew It scholarship project	idb bhaban,4th floor sher-e-bangla nagar,Dhaka	September 18, 2011	February 18, 2013

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 19500
 Expected Salary : Tk. 1,70,000
 Preferred Job Category : Garments/Textile, IT/Telecommunication
 Preferred District : Bhola, Dhaka, Gazipur
 Preferred Country : Italy, Malaysia, Saudi Arabia, Singapore
 Preferred Organization : Telecommunication, Software Company, IT Enabled Service, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Shipping, Textile, Hospital, Tea Garden, Security Service, Garments Accessories

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • IT Support Service • Linux • MS Word/ Excel/ PowerPoint/ OneNote

Language Proficiency:

Language	Reading	Writing	Speaking
Bangali	High	Medium	High
English	Medium	Medium	Medium
Arabic	Medium	Medium	Low

Personal Details :

Father"s Name : Abdul Momin
 Mother"s Name : Jaheda Khatun
 Date of Birth : December 20, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : C/O:Abdul Gafour Patowary
 Bary,Vill: Boromanika, Post: Manika, PS: Borhanuddin, Dist: Bhola
 Current Location : Dhaka
