

Sumon Ahamed



Rampur, Post: Rampur, Burichong, Comilla. Cell: 01627079152, email: Sumon.jihan@gmail.com

Officer-Payroll & HR

Detail-oriented Payroll Officer adept at initiating and implementing efficient payroll procedures. Committed to maintaining meticulous payroll records to ensure accurate disbursements. Specialize in identifying and resolving payroll issues to maintain efficient payroll procedures.

HR SKILLS

Recruitment	Disciplinary Action	Records Management
Employee Relations	HRIS Technologies	Labor Law 2006
Payroll		

PROFESSIONAL EXPERIENCE

Jihan Group — Rampur, Burichong, Comilla
100% Export Oriented Footwear Manufacturer in Bangladesh.

Officer – HR & Payroll, 2017 to Present

Recruiting employees, Payroll, Disciplinary action and managing HR records, Personal File, performed exit interviews.

Key Results:

1. Recruited over 1000 employees including workers & Staffs
2. Co-developed company's first-ever standardized disciplinary procedures and tracking system that insulated company from legal risk and ensured consistent and fair discipline processes.
3. Maintaining HRIS (Payroll) Software for the company.

Sienkee Group — Bariali, Chandana, Joydevpur, Gazipur.
100% Export Oriented Readymade Garments Factory.

HR Representative, 2015 to 2017

Recruiting employees, Payroll, Disciplinary action and managing HR records, performed exit interviews.

Key Results:

1. Recruited over 600 employees including workers & Staffs
2. Work with standardized disciplinary procedures and tracking system that insulated company from legal risk and ensured consistent and fair discipline processes.
3. Maintaining HRIS (Payroll) Software for the company.

EDUCATION & CERTIFICATIONS

PARUARA ABDUL MATIN KHSRU COLLEGE

HSC, 2015

Board: Comilla

Result 5 out of 5

RAMPUR HIGH SCHOOL

SSC, 2013

Board: Comilla

Result: 5 out of 5

OF NOTE

Computer Skills:

1. HRIS applications: EPR (Dhaka Soft)
2. Computer Office Application – MS Office (Word, Excel, PowerPoint, Outlook)

PERSONAL INFORMATION

Fathers Name	: Shah Alam
Mothers Name	: Fatema Begum
Date of Birth	: 06-08-1996
Sex	: Male
Marital Status	: Single
Religion	: Islam
Permanent Address	: Rampur,Post:Rampur, Burichong, Comilla.
Current address	: Rampur,Post:Rampur, Burichong, Comilla.
Hobbies	: Listening Music, Watching Movie, playing Cricket, Traveling

References

Reference 01

Name	: Mehedi Hasan
Designation	: Asst. Manager -HR & Compliance
Organization	: Jihan Footwear (Pvt.) Limited
Address	: Rampur, Burichong, Comilla
Cell	: 01719353877

Reference 02

Name	: Mr. Arman Ullah
Designation	: Manager – HR & Compliance.
Organization	: Sienkee Apparels Limited.
Address	: Bariali, Chandana, Joydevpur, Gazipur.
Cell	: 01722454007