

Last Updated : **May 5, 2016**



TASLIM HASAN SUMON

Address: Mirpur-12, Block-C, Road-2, House-34, Pallabi, Dhaka-1216
Office Phone :01534549642
Mobile : 01831185771
email:taslimhasans@gmail.com, zamanitofficer@gmail.com

Career Objective:

I would like to be a perfect working hand in your organization by my qualification as getting myself young, energetic and guided by honesty. I wish to contribute my knowledge, efficiency and creativity in strengthening your organization and besides,

Career Summary:

As a HR & Compliance Officer the following are the key responsibilities that I have to perform regularly: Attendance, Overtime authorization and management, Leave Management, Compensation/Benefits, Legal Compliance, Organize training/awareness on regular basis

Ensure Personal File management, Prepare Salary Sheet and also capable of handling Computerized Payroll software

Computer skill (Fundamental, MS Office, Bengali type & E-mail, Internet)

Employment History:

Total Year of Experience : 8.3 Year(s)

1. Executive HR (December 27, 2014 - Continuing)

Cassiopea Garments Ltd. (Elegant Group)

Company Location : Dakkhin khan, Uttara, Dhaka-1230

Department: HRD

Duties/Responsibilities:

Responsible for entire Recruitment, Attendance, Overtime authorization and management, Leave Management, Compensation/Benefits, Legal Compliance

2. HR Officer (October 4, 2011 - October 1, 2013)

Apparel Concept Ltd.

Company Location : Gazipur

Department: HR & Admin

Duties/Responsibilities:

As a HR & Compliance Officer the following are the key responsibilities that I have to perform regularly: Attendance, Overtime authorization and management, Leave Management, Compensation/Benefits, Legal Compliance, Organize training/awareness on regular basis

Ensure Personal File management, Prepare Salary Sheet and also capable of handling Computerized Payroll software.

3. HR Officer (February 14, 2010 - September 1, 2011)

Mohammadi Group Ltd.

Company Location : Joydebpur, Gazipur.

Department: HR & Compliance

Duties/Responsibilities:

Responsible for entire Recruitment, Attendance, Overtime authorization and management, Leave Management, Compensation/Benefits, Legal Compliance

4. Billing, VAT, Correspondence (April 1, 2009 - January 31, 2010)**Xclusive Can Ltd**

Company Location : Muradpur, Ctg & Gazipur, Dhaka

Department: Bill & Vat Section

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
BBA	Marketing	Darul Ihsan University	CGPA:3.56 out of 4	2014
HSC	Business Studies	Tejgaon College	CGPA:2.3 out of 5	2003
SSC	Science	MDC Model Institute	CGPA:3.88 out of 5	2001

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 20000
Expected Salary : Tk. 16,000
Preferred Job Category : Garments/Textile, HR/Org. Development
Preferred District : Anywhere in Bangladesh.
Preferred Country : Australia, United Arab Emirates
Preferred Organization Types : Garments, Audit Firms /Tax Consultant, Group of Companies

Language Proficiency:

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

Personal Details :

Father"s Name : Late Md. Muzibor Rahman
Mother"s Name : Late Sultana Razia
Date of Birth : February 22, 1986
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Mirpur-12, Block-C, Road-2, House-34, Pallabi, Dhaka-1216
Current Location : Dhaka

Reference (s):

Name	: Golam Moin Uddin
Organization	: Apparel Concept Ltd.
Designation	: Manager HR & Compliance
Address	:
Phone (Off.)	: 0167240207
Phone (Res.)	:
Mobile	:
EMail	:
Relation	: Relative
