

CURRICULUM VITAE OF

MD. ASADUZZAMAN

Cell: 01760974737

mareza2020@gmail.com



Career Objective:

To execute a responsible position where I can use my interpersonal and technical skills, creativity, potentiality, adaptability and all my learning experience in order to development my career as well as to contribute in the welfare of the organization. Overall develop myself as a competent corporate team member as per company's objectives & mission.

Professional Experience:

Name of the Employer	: Structural Engineering Ltd. (Structure Group)
• Company Address	: A Mojid Tower, KA- 24, Level- 7, Pragati Sarani, Dhaka-1229.
• Designation	: Executive, HR
• Department	: HR and Admin
• Job Duration	: 5 January 2022 to 31 May 2024
• Experience	: 2.5 years.

Key Responsibilities:

- Recruited **9 Officers** and over **25 factory workers**, enhancing workforce capabilities.
- Administered **payroll for 55** head office employees, **160 factory workers**, and **80+ site workers**.
- Delivered high-level support to **250+ employees**, improving organizational efficiency.
- Oversaw end-to-end recruitment from candidate sourcing to final selection.
- Facilitated smooth onboarding, including orientation and documentation.
- Ensured accurate record-keeping and management of HR databases.
- Contributed to creating and implementing effective HR policies and procedures.
- Performed evaluations and provided feedback to enhance employee performance.
- Organized and executed employee training and development programs.
- Managed payroll processing and benefits administration for employees.
- Handled leave management, attendance, transfers, and other HR activities.
- Addressed inquiries and concerns about HR policies and procedures.
- Maintained adherence to labor laws and regulations.
- Collaborated with teams to improve employee engagement and work environment.
- Executed various management-assigned tasks, demonstrating flexibility and dedication.

Name of the Employer	: Snowtex Sportswear Ltd.
• Company Address	: B- 65/4, Lakuriapara, Dhulivita, Dhamrai, Dhaka- 1350.
• Designation	: Jr. Officer
• Department	: HR and Admin
• Job Duration	: 6 June 2020 to 31 December 2021
• Experience	: 1.7 years.

Key Responsibilities:

- Managed end to end recruitment process from sourcing candidates to conducting interviews.
- Administered employee onboarding, including orientation and documentation.
- Maintained accurate employee records and managed HR databases.
- Assisted in developing and implementing HR policies and procedures.
- Conducted performance evaluations and provided constructive feedback to employees.
- Administered payroll processing and benefits administrations.
- Manage leave management, attendance, employee transfer, and holiday and overtime allowance and others day by day HR activities.
- Any other tasks assign by the management.

Educational qualification:**1. M.A (English).**

Subject : English
Institution : Govt. Titumir College, Dhaka.
Course duration : 01 Years
Passing year : 2017
Result : CGPA 2.48 (Out of 4.00)
University : Dhaka University (affiliated)

2. B.A (Honors).

Subject : English
Institution : Govt. Titumir College, Dhaka.
Course duration : 4 Years
Passing year : 2015
Result : CGPA 2.66 (Out of 4.00)
University : Dhaka University (affiliated)

3. Higher Secondary Certificate (H.S.C)

Institution : Tarash College, Sirajganj.
Year of Passing : 2011
Group : Humanities
Result : Grade A (G.P.A 4.70 out of 5)
Board : Rajshahi.

4. Secondary School Certificate (S.S.C)

Institution : Tarash Islamia Pilot High School, Sirajganj.
Year of passing : 2008
Group : Vocational
Result : Grade A (G.P.A 4.50 out of 5)
Board : Bangladesh Technical Education Board

Present Address:

House # 46 (4th Floor), Road # 03, Bolck # E, Mirpur-11, Dhaka-1216.

Permanent Address:

Vill : Dighi soguna, P.O : Lalsa maghira, P.S : Tarash, Dist : Sirajganj.

Personal Information:

Father's Name : Md. Aminul Islam
Mother's Name : Mrs. Nasima Khatun
Date of Birth : 05-03-1993
Nationality : Bangladeshi
Religion : Islam
Marital status : Married.

Language Skill:

Frequently writing & speaking both Bengali & English.

Computer Proficiency:

MS Office (MS Word, MS Excel), Internet browsing.

Certification:

I the undersigned certify that to the best of my knowledge and belief, all information is correctly described.

Sincerely yours.



(Md. Asaduzzaman)

Reference-1

Md. Anowar Hossain

Deputy Manager (Civil)
Akij Food and Beverage Ltd.
198 Bir Uttam Mir Shawkat Sarak
Tejgaon, Dhaka-1208
Cell : 01775-441072
Email: anowarppizo30@gmail.com

Reference-2

Md. Saiful Islam

Project Implementation Officer
(PIO) UNO Office,
Bashail Upazila, Tangail.
Cell : 01728-233535
Email: engrsaiful2014@gmail.com