

Curriculum Vitae of- MD. NURUL HAQUE CHOWDHURY



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Dhanmondi, Dhaka-1205.



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Career Objectives :

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Human Resources.

Career Summary :

As an Executive work for an organization for its development and enhance my own skills and knowledge, able and willing to assist co-workers, supervisors and clients in a cooperative manner and committed to providing total quality work.

Special Qualification :

I am very energetic and dedicated to office work. I am regular and know the very basic of your required field. I have experienced in this field and I think I am the best candidate for the Job post.

Job Experience

Total Year Of Experience	:	(Joining Date : 09-02-22- Till Now) 1 Year 5 Months
Designation :	:	Executive
Department :	:	HR & Admin
Organization :	:	Steelmark Group

Job Responsibilities :

1. All requirement process such as call for interview candidate, interview evaluation, selected candidate appraisal etc.
2. To maintain all data records in relation to requirement and selection.
3. Assist to preparing letters such as performance appraisal, joining letter.
4. Handling recruitment and selection procedures by preparing job descriptions, posting ads and managing the hiring process.
5. Maintaining employee's personal file.
6. Oversee the central HR Administration such as employee appointment, increment, promotion, termination, discharge and other relevant issues when as required.
7. Maintaining and recording leave, attendance, investigating the causes of absenteeism and report to the -authority for further actions.
8. Preparing monthly salary by processing customization of ERP software (especially for payroll management), bonus, overtime bill vouchers, providing information and report to the concern.
9. Participating in disciplinary actions, grievance handling, dealing with legal matters and manage employee relation.
10. Maintenance of various types of register including-PF, attendance, leaves system, loan register etc.

11. Confirm regular improvement of the office in all aspects, develop training and development programs.
12. Monitoring housekeeping and cleanliness.
13. Any other responsibilities as assigned by the management.

Duties/Responsibilities :

1. Assist all requirement process such as call for interview candidate, interview evaluation, selected candidate appraisal etc.
2. To maintain all data records in relation to requirement and selection. 3. Assist to preparing letters such as performance appraisal, joining letter.
4. Handling disciplinary issues according to BLA 2006.
5. Checking and follow up payroll management.
6. Administering attendance, employee movement, Leave, Salary, OT, Bonus, increment etc.
7. Updating employee information in SAP day to day.
8. To Maintain the employees personal file with all related papers as up-dated.
9. Proper documentation of personal file, record of employee and staffs.
10. Initiating disciplinary action.
11. Prepare and issue ID card for worker & staffs.
12. Monitoring housekeeping and cleanliness.
13. Opening Bank Account for workers and staffs.
14. Follow up the daily activities of HR.

Administrative Job:

1. Organizing and supervising food and accommodation system for the employee.
2. All types of bills making (Food's bill, Transport Fuel bill, Electricity bill Etc.)
3. Arrange all types of meeting.
4. Monitoring Foreigner foods supplying.
5. Ensure entertainment of suppliers, visitors, guest, Top Management.
6. Guest house Management.

Educational Qualifications

B.B.A	University: National University Institute / College : Aruail Abdus Sattar Degree College Subject : Management GPA 2.85 out of 4.00 Passing Year : 2020
H.S.C	Aruail Abdus Sattar Degree College Group : Business Studies GPA 3.92 out of 5.00 Board : Cumilla Passing Year : 2016
S.S.C	Baranagar High School Group : Business Studies GPA 3.94 out of 5.00 Board : Cumilla Passing Year : 2014

Other Experience :

SEO	PHP
WORDPRESS	JAVASCRIPT
WORDPRESS THEME CUSTOMIZATION	BOOTSTRAP
HTML5	XAMPP
CSS3	AMPP
FIGMA	ADOBE PHOTOSHOP

Language Proficiency

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	High

Personal Information

Name	:	Md. Nurul Haque Chowdhury	Marital Status	:	Unmarried
Father Name	:	Md. Turabali Chowdhury	Religion	:	Islam
Mother Name	:	Anufa Begum	Nationality	:	Bangladeshi
Date of Birth	:	20/06/1998	Height	:	5.3"
Gender	:	Male	Weight	:	58 Kg
Blood Group	:	B+	ID No	:	6905602147
Permanent Address	:	Vill:Dhantalia Post:Chatalpar P.S:Nasirnagar Dist:Brahmanbaria	Contact Number	:	(+880)1799719122

References

Name	:	Md. Aminur Chowdhury	Name	:	Md. Younus Ali
Designation	:	Officer	Designation	:	Deputy Manager (HR & Admin)
Organaization	:	Pubali Bank Ltd.	Organaization	:	Steelmark Group
Mobile	:	(+880)1922058137	Mobile	:	(+880)1782218171
Relation	:	Uncle	Relation	:	Employee

I the undersigned declare & certify that I have presented all the information in these Curriculum Vitae is true and valid.

05th September, 2023
Md. Nurul Haque Chowdhury