

BIREN RABI DAS

Address: Kharkharia, Nandina, Jamalpur Sadar, Jamalpur 2001

Contract: 01842194053, 01622710661

Email: birenripon998@gmail.com



Career Objective

To build a career in Human Resources and Administration where I can utilize my communication, organizational, and interpersonal skills to ensure smooth office operations and employee satisfaction. To obtain a challenging position in HR & Admin.

Career Summary

Motivated and hardworking professional with strong communication, interpersonal, and problem-solving skills. Proficient in Microsoft Office applications, internet browsing, and professional email communication. Capable of supporting HR & Admin operations efficiently with good organizational ability and teamwork. Basic knowledge of car driving.

Special Qualification

Proficient in Microsoft Office Programs with strong communication, public dealing, and HR & Admin support skills.

Experience

Executive officer (HR- admin) (1.7 yrs)

(01 Sep, 2024 - Continue)

Ishraq Spinning Mills Ltd.

Madokhola, Sreepur, Gazipur.

Area of Expertise

Computer Literacy (1.1 yrs)

Duties/Responsibilities

Maintain employee attendance, leave, and punctuality records. Assist in recruitment and selection process CV sorting, interview arrangement, joining formalities. Prepare and update employee personal files and HR database. Handle daily administrative activities office supplies, maintenance, transport, security, etc. Coordinate with departments regarding HR and compliance issues. Assist in payroll preparation by providing attendance and leave data. Ensure discipline, cleanliness, and safety in the workplace. Prepare different types of reports for management. Support training and development programs. Perform any other duties assigned by Management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M.SC	Political Science	National University	2.82 out of 4	2021	1 Year	
BSS	Political Science	National University	2.72 out of 4	2020	4 Year	
HSC	Business Studies	Nandina Shekh Anwar Hosain College	4.08 out of 5	2015		
SSC	Business Studies	Nandina M.H.K Government Pilot High School	4.69 out of 5	2013		

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Basic	Computer Basic	TTC	Bangladesh	Jamalpur Beltia	2023	6 Months

Career and Application Information

Preferred Job Category	:	Supply Chain/Procurement, HR/Org. Development, Commercial
Looking For	:	Entry Level Job
Present Salary	:	Tk. 19500
Expected Salary	:	Tk. 26500
Preferred District	:	Dhaka, Gazipur, Mymensingh

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	Good	Good	Good
English	Good	Good	Good

Personal Details

Father's Name	:	BIDDUT RABI DAS
Mother's Name	:	SHANTI RABI DAS
Date of Birth	:	12 Feb, 1997
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Bangladeshi
National Id No.	:	7353848315
Religion	:	Hinduism
Current Location	:	Kharkharia, Nandina, Jamalpur Sadar, Jamalpur 2001
Blood Group	:	B+
Height (Meter)	:	1.6764
Weight (Kg)	:	62

Reference

Name	:	Fazal Ahamed
Organization	:	Giant Group
Designation	:	Assistant Manager
Mobile	:	01515618373
Email	:	fazalahamed154@gmail.com
Relation	:	Others