



Md. Ibrahim Kamal

HR Professional

CONTACT

- +88 01735-542685
- ibrahim.km1995@gmail.com
- GP Cha 85/1A, Wireless Gate,
Mohakhali, Dhaka-1212

CORE SKILLS

- Recruitment & Talent Acquisition
- HRIS Database Management
- Employee Relations Management
- HR Policy Implementation
- Performance Management Support
- Payroll & Attendance Management
- Onboarding & Offboarding Processes
- Training & Development Coordination
- Labor Law & Compliance Knowledge
- Confidentiality & Professional Ethics

TRAINING

Fire Safety & First Aid

May - 2023

Bangladesh Fire Service & Civil Defence

Introduction to Cradle to Cradle

April - 2023

Sustainable Management System Inc.

Computer Office Application

October - 2017

Bangladesh Technical Education Board

LANGUAGE

- English (Proficient)
- Bengali (Native)

CAREER SUMMARY

Results-driven Human Resources professional with experience in talent acquisition, employee relations, performance management, and HR policy implementation. Skilled in recruitment, onboarding, payroll coordination, and maintaining compliance with labor laws. Strong interpersonal and organizational abilities with a commitment to supporting business goals through effective people management.

EXPERIENCE

Assistant HR Officer | Standard Fashions Limited (RISE)

Tejgaon, Dhaka | August 2025 – Present

- Assist in recruitment processes, including job posting, CV screening, interview scheduling, and candidate communication.
- Conduct employee onboarding, orientation, and joining formalities.
- Maintain employee personal files, attendance, leave, and HR records accurately.
- Assist in payroll preparation by collecting attendance, overtime, and leave data.
- Ensure employee documentation, such as appointment letters, confirmation letters, and ID cards, is prepared and updated.
- Coordinate employee training, development, and engagement activities.

Executive- HR Operations | Peoplescape Limited

Gulshan 1, Dhaka | November 2023 – July 2025

- Managed day-to-day HR operations and employee records.
- Maintained attendance, leave, and payroll-related documentation.
- Assisted in recruitment, onboarding, and employee induction processes.
- Prepared HR reports, letters, and official documentation.
- Coordinated employee joining, confirmation, transfer, and exit procedures.
- Ensured compliance with company policies and labor laws.
- Supported performance appraisal and employee engagement activities.
- Maintained HRIS/database and updated employee information regularly.
- Handled employee queries regarding HR policies, attendance, and benefits.

Jr. Executive- Compliance | SNOWTEX Outerwear Limited

Dhamrai, Dhaka | October 2022 – October 2023

- Assisted in ensuring compliance with company policies and regulatory requirements.
- Maintained and updated compliance documentation and records.
- Supported internal and external audits by preparing required reports and data.
- Monitored workplace practices to ensure adherence to legal and ethical standards.
- Assisted in employee awareness programs on compliance and code of conduct.
- Identified and reported compliance risks or violations.

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint)
Advanced MS Excel (VLOOKUP, Pivot Table)
Google Workspace (Docs, Sheets, Drive, Meet)
Typing & Office Administration Skills
Email & Internet Communication
Zoom, Microsoft Teams & Google Meet
Data Entry & Database Management
PDF & Document Management
Report Preparation & Presentation
File Management & Record Keeping
Basic Computer Troubleshooting

PERSONAL INFO

Fathers Name: Md. Golam Sarowar
Mothers Name: Rahima Begum
Date of Birth: 19 May 1995
NID Number: 9553703555
Blood Group: A+ (Positive)
Marital Status: Married
Religion: Islam
Permanent Address: Patakata,
Fuljhuri, Barguna Sadar-8700

REFERENCES

Nawshin Tabassum
Assistant HR & Admin Manager
Standard Fashions Limited- RISE

Phone: +88 01708-156796
Email: nawshin.t@rise-brand.com
Address: Nobosrista, Plot 8,
Begunbari, Tejgaon I/A, Dhaka-1208

Md. Nesar Uddin
Assistant Vice President
Southeast Bank PLC

Phone: +88 01717-290145
Email: nesar@southeastbank.com.bd
Address: 1, Dilkusha CA, Dhaka-1000

EDUCATION

United International University (2026-2027)
PGD in Human Resource Management

CGPA: Currently Enrolled

Government Titimir College | DU (2021-2022)
MBA in Management

CGPA: 3.16 / 4.00

Government Titimir College | DU (2014-2020)
BBA in Management

CGPA: 2.94 / 4.00

Dhaka Commerce College (2011-2013)
HSC in Business Studies

CGPA: 5.00 / 5.00

Gourichanna N. S. Secondary School (2010-2011)
SSC in Business Studies

CGPA: 4.81 / 5.00

EXTRA-CURRICULAR ACTIVITIES

Organized and participated in HR workshops, seminars, and career fairs.

Involved in recruitment drives, training sessions, and team-based projects.

Took part in HR case competitions, leadership programs, and mock interviews.

Assisted in event management and student professional development activities.

DECLARATION

I declare that all the information included here is true to my knowledge. It is required and where applicable this document can be supported by appropriate authentic certificates.