

RESUME

OF

NUR HOSSAIN PARVEZ

+8801840244063,

nh.parvez063@gmail.com

Career Objectives:

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies.

Experience :

HR & Compliance Officer (16, March, 2024 – Continuing)

Aziz Fashions Pvt. Limited.

Department: Admin

Duties/Responsibilities:

- Daily attendance & production report create.
- Face the BSCI audit and buyer audit.
- Face the Buyer audit.
- Assist in recruitment processes, including job postings, screening resumes, and scheduling interviews.
- Maintain employee records and update HR databases.
- Handle employee on boarding and orientation procedures.
- Maintaining security protocols.
- Following safety protocols.
- Ensuring cleaning standards.
- Assist in implementing HR policies and procedures.

Educational Qualification:

❖ Graduation:-

- Institution Name : **Kabirhat Govt. College.**
- Board : National University.
- Group : BA
- Year of Passing : 2020 (Held in 2023)
- C.G.P. A : 3.18 (Out of 4.00)

❖ Higher Secondary Certificate(HSC):-

- Institution Name : **Chaprashirhat Ismail College**
- Board : Cumilla
- Group : Humanities.
- Year of Passing : 2017
- G.P. A : 3.42 (Out of 5.00)

❖ Secondary School Certificate (SSC):-

- Institution Name : **Rameshwerpur M M High School.**
- Board : Cumilla.
- Group : Humanities

- Year of Passing : 2014
- G.P. A : 4.00 (Out of 5.00)

Computer Knowledge:

Fields of Specialization	Description
➤ Microsoft office package ➤ Computerized Any Software ➤ E-Mail & Internet Browsing	MS Word, MS Excel, MS Power Point, Graphic.

Personal Information:

- Name : NUR HOSSAIN PARVEZ
- Father's Name : MD.Nurul Haque.
- Mother's Name : Josna Begum .
- Date of Birth : 05/02/1997
- NID No : 3302933456
- Nationality : Bangladeshi (by birth).
- Religion : Islam
- Sex : Male.
- Marital Status : Married.
- Height : 5'4"
- Weight : 55 kg.
- Blood Group : (A+)

Present Address:

- Village : Indrapur
- Post Office : Lamchi Prosad Notun Bazar(3811)
- P.S : Kabirhat
- District : Noakhali

Permanent Address:

- Village : Indrapur
- Post Office : Lamchi Prosad Notun Bazar(3811)
- P.S : Kabirhat
- District : Noakhali

Reference

Boarhan uddin sojib
General Manager
Aziz Fashions pvt.Ltd.
Rajfulbaria, savar

Mohammad Zaker Hossain
2nd Officer
Pollisanchay bank
Companigong Branch , Noakhali

Declaration:

"I do hereby declare that the particulars provided here are true and no misinformation is given.



NUR HOSSAIN PARVEZ

Signature