



EMDADUL ISLAM (AMRAN)

C/O - Ashraf Ukil Bari

Vill. - West kismat jafrabad

Upazila - Mirsarai

District - Chattogram

☎ 01608602594 | amdadulislam0188@gmail.com

OBJECTIVE

Expand leadership responsibilities, improve organizational ability to exceed corporate goals, and help honor all long-term commitments made to customers, stockholders, employees and the communities in which we live.

EXPERIENCE

✓ **Jiehong medical products company Ltd.**
cepz,Chattogram
HR Executive

01.03.2020 - 20.4.2022

✓ **Radiant Apparels**
Chattogram
HR Executive

22.4.2022 - 30.7.2024

EDUCATION

✓ **MAZHARUL HAQUE CHOWDHURY HIGH SCHOOL**
S.S.C
4.19 (Out of 5.00)

2012

✓ **MIRSARAI DEGREE COLLEGE**
H.S.C
3.00 (Out of 5.00)

2014

✓ **NIZAMPUR GOVERNMENT COLLEGE**
B.B.S
2.87 (Out of 4.00)

2017

SKILLS

- 1.Microsoft Office : MS Word,MS Excel, MS Power Point.
- 2.Internet : E- mail and internet Browsing.

ADDITIONAL INFORMATION

Father's Name : Late Abu Taher
Mother's Name : Anowara Begum
place of birth : Chattogram
Gender : Male
Nationality : Bangladeshi
Blood Group : O (+ ve)
NID No. : 1937144671
Religion : Islam
Marital Status : Unmarried

INTERESTS

- 1.To communicate with unknown people.
- 2.Reading books and newspapers.
- 3.Travelling etc.

LANGUAGE

- 1.English : Well versed in both written and spoken English.
 - 2.Bangla : Mother tongue.
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ACTIVITIES

Job Responsibility :

- 1.Recruitment.
- 2.Compensation and benefits.
- 3.Training and develop.
- 4.Employee Records and data management.
- 5.Employee relations.
- 6.Documents and policies.
- 7.Human Resources and information system.
- 8.HR data analytics.

Payroll Responsibility :

- 1.Calculating Wages.
- 2.Collecting employee data.
- 3.Preparing paychecks.
- 4.Processing employee payments.
- 5.Checking peoples hours.
- 6.Making monthly payments on time.

Signature:

Emdadul Islam (Amran)