



Highlights

- Strategic Human Resource planning
- Accurate forecasting
- Result oriented activities
- Staff leadership and development
- Business performance improvement

Objective

Contribute to the development and growth of the company by means of dynamic leadership & professional skills in a challenging corporate environment with utmost honesty, sincerity and working as some key management personnel. I want to take challenges as the opportunities and implement these challenges as the strength for the organization. I like to take challenges hence like to work in pressure.

INTERPERSONAL

- Trustworthy
- Negotiation
- Communication
- Self-motivated
- Public Speaker
- Intuitive
- Leadership
- Team player

LANGUAGE

- English (Fluent)
- Bangla (Native)
- Hindi (Conversational)

PERSONAL INFORMATION

- Name: Md. Fakhruddin Parvez
- Father's name: Md. Taijuddin
- Mother's name: Lovely Begum
- Date of birth: 10th December, 1994
- Nationality: Bangladeshi (By Birth)
- National Identification number: 19941219438000244
- Permanent Address: Noagaon, Sarail, Brahmanbaria
- Present Address: Olipur, Sayestaganj, Habiganj.
- Blood Group: B+
- Marital Status: Unmarried

EDUCATIONS:-

Title	Concentration	Institution/Board	Result	Year
MBA	Human Resource Management	Comilla University	3.56	2019
BBA	Management Studies	Comilla University	3.56	2018
HSC	Business Studies	Comilla Board	5.00	2013
SSC	Business Studies	Comilla Board	5.00	2011

EXPERIENCE:-

Sub Assistant Manager -HR PRAN-RFL GROUP

3rd July. 2022 - Present

- Preparing salary sheet every month.
- All kinds of Payroll activities.
- Performing all job related to payroll and HRIS.
- Process employees Separation.
- Prepare performance appraisal.
- Maintain employee Benefits, Status & Records.
- HR Planning for different Section.
- Recruit employee as per HR Planning
- Place them as per requirement.
- Conduct new employee Inductions.
- Prepare Section Organogram, Flow Chart & HR spot.
- Conducting all soft skill training.
- Visit production floor for TNA and Skill gap analysis.
- Disciplinary procedures and policy

PROFESSIONAL TRAININGS

- Internship of MBA program on Sonali Bank Ltd. (Cumilla Chandina Branch)
- Internship of BBA program on Sonali Bank Ltd. (Cumilla Cantonment Branch)
- Training on Outsourcing in Institutional Quality Assurance Cell (IQAC).
- A Seminar on Journey to Career Organized by Management Club, Comilla University

COMPUTER

MS Office

Excel

PowerPoint

Outlook

REFERENCE

Mst. Ruzina Akter

Senior Manager

Hbaiganj Industrial Park-PRAN

PRAN RFL Group

Mobile: 01704-132279

Email: hr1@hip.prangroup.com

EXTRA CURRICULAR ACTIVITIES

- Six Sigma Level 1 Certified.
- Fire Safety Certified duration 3 days.
- Trainer of Food Packaging Helvetas, USAID.
- Trainer of Food Processing level 3 organized by Asset BAPA.
- Member of Management Club Member of Theatre of Comilla University, Cumilla.
- Vice President of Brahmanbaria Students Welfare Association of Comilla University, Cumilla.
- Member of Rotary Club of Comilla University.
- Member of Bangladesh Scout Sarail, Brahmanbaria.

INTERESTS & HOBBIES

- Riding
- Cooking
- Travelling
- Volunteering
- Event Organizing
- Quran Reciting

REFERENCE

Md. Anamul Haque

Lecturer,

Department of Management Studies

Comilla University

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I hereby declare that all information given is true.

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Md. Fakhruddin Parvez

