



Tareq Aziz

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CAREER OBJECTIVE: Looking to obtain a human resource management/ administrative position in a fast paced environment to utilize my noteworthy multitasking and administrative skills in the effective management of company resources.

KEY SKILLS: HR Policies & Procedures, Selection and Recruitment, Employee Relations, Employment Law, Regulatory Affairs, Office Administration, Organizational Development, Compensation Management, Documentation and Microsoft Office Program.

EXPERIENCES:

(1) **Organization** : MedRx Life Science Ltd.
Designation : Executive, HR & Admin
Duration : 6 Months (January 1, 2019- On Going)



(2) **Organization** : Araf Apparels.
Designation : In-Charge, Administration
Duration : 1 year (September 2, 2017 - September 13, 2018)



Key Responsibilities:

- Coordinate and development of Human Resources policies for the organization.
- Assist in developing and updating of various HR templates, formats, drafts, internal memos, general note & notices etc.
- To help department head and perform necessary tasks during recruitment process. As well as maintaining and updating employee personnel files.
- To maintain employees leave status, attendance register and preparing attendance report to prepare salary sheet as per company's policy.
- Responsibility of overall office administration including housekeeping & security management.
- Arranging and record keeping of all documents like legal documents, deeds & agreements.
- To monitor and check of all bill & voucher to make the payments
- To control entry and exit of every employee and maintain record of every single product and vehicle to and from the factory.
- To carry out any other assignments given by the authority to meet the company's objectives.

EXTRA CURRICULUM ACTIVITIES:

- Student Member of Bangladesh Society for Human Resource Management (BSHRM).
- Former Executive Member of AIUB Society for Human Resource Management (ASHRM).
- Volunteer Member of AIUB Job Fair 2015.

