

## Syed Touhedul Alam

**Mobile:** +8801680974455, +8801722271987

**Email:** [touhed.mir@gmail.com](mailto:touhed.mir@gmail.com)

**LinkedIn:** [linkedin.com/in/syed-touhedul-alam-0a476010a/](https://www.linkedin.com/in/syed-touhedul-alam-0a476010a/)

**Permanent Address:** Mirbari, Kurpar, Netrakona-2400.



**Career Summary:** Completed postgraduation with HRM and around three years of experience and understanding duties of a Human Resource Department in the organization. At the same time about years experiencing in software implementation (KORMEE, HR and Payroll Solution Software), recruitment-selection, training and development, knowledge sharing, client interaction, teamwork.

**Career Objective:** To secure employment with a reputable organization in HR Department, where I can use my interactive and inter-personal skills towards the development of the organization.

### Experience:

1. Working for **CSL Software Resources Ltd.** as an **Implementation Executive** of KORMEE (HR and Payroll Solution Software) since December 10, 2018. My major responsibilities are:
  - Train the client personnel on the software deployed with new features.
  - Capture additional requirement of the client to get the required changes by the team and implement the same.
  - Work with the software development team for updating the software and solving the bugs.
  - Ensure and assisting HR activities like as: Attendance, Absenteeism and Salary Process through calculating payroll components. (Amount mismatch between Salary sheet and Pay slip, Calculate OT/EOT and Wages, Income Tax, Arrear, Increment, Deduction etc.)
  - Maintaining good relationship with clients.
  - Day to day tasks analysis and reporting to management.
  - Work as a team member to successfully implement and handover the software.
  - Assisting in recruitment and selection process.
  - Developing newly hired resources in team.

**Training:** Conducted a training session at **Dynasty Group** in factory premises on KORMEE Software operations (Employee Information, Shift Management, Attendance Management, Leave Management and Payment Management) in November 9, 2020 for newly recruited team.

**Achievements:** Successfully implemented KORMEE Software in **Neo Zipper Company Limited** and assisted for **Bengal Knittex Limited** during probation period. Assisted to make 25% profit from my earnings in 2020 and 21% till the day of 2021.

**Summary:** Assisting clients in day to day activities when needed so that, they process and disburse salary from software at month end. Up to date with new features and implement software accordingly Bangladesh Labor Law Act-2006, Amendment-2018.

2. Worked for **Krypton IT Services** as an **Executive, HR & Admin** from January 22, 2018 to December 6, 2018. My major responsibilities were:
  - Conducting recruitment-selection process.
  - Reviewing and updating for Job Description for all positions.
  - Preparing and submitting all relevant HR letters/documents/certificates/attendance as per the requirement in consultation with the management.
  - General office management such as ordering and maintaining stationary.
  - Diary management and arranging appointments, booking meeting rooms and conference facilities.
  - Regularly follow-up and review activities of office executives.

**Achievements:** Implemented attendance device from **ZKTeco** to maintain attendance data.

**Summary:** Recruited 10 personnel for personnel for different positions and maintained day to day HR and administrative tasks.

3. Internship Program at **Incepta Pharmaceuticals Ltd.** from September 17, 2017 to December 17, 2017 in Human Resource Department. I was responsible for:
  - Assisting in recruitment-selection process. Such as: collecting and sorting CVs, making interview schedule, informing candidates for interview, checking answer scripts, duty in the exam room during the written test and taking interviews.
  - Employee Orientation.
  - Preparing the training lecture sheets and allocating the training allowance.
  - Employee profiles upgradation and maintaining the database.

**Summary:** During my internship period I have assisted to recruit more than 40 personnel for different positions, and I used to maintain employee's profiles.

## Education:

### Jahangirnagar University

MBA, HRM, 2020

CGPA 2.91

### American International University-Bangladesh (AIUB)

BBA, HRM, 2018

CGPA 3.41

### Shahid Syed Nazrul Islam College, Mymensingh

HSC, Dhaka Board, 2013

GPA 4.40 (Business Studies)

### Mymensingh Zilla School, Mymensingh

SSC, Dhaka Board, 2011

GPA 5.00 (Science)

## Extra-Curricular Activities:

- As a member of AIUB Business Club, I was the Finance Officer of this club since September 2016 to August 2018. My major responsibilities were to maintain the fund and petty cash at the same time recruited new members for the club. Along with this I attended in many seminars, case and quiz competitions etc.
- I was the Volunteer of AIUB Freshmen Unit, March 2016 to August 2017. I used to assist the Admission procedure of AIUB Admission.
- As a Volunteer I also work for AIUB Job Fair 2015-17, AIUB Convocation 2015-16 and AIUB Boishakhi Ullash 1422-24 (2015-17).
- Volunteer and Participant, HR: Today & Tomorrow, 2017 and Bazar Bonanza AIUB, 2017.
- Red Crescent in School, 2007-10
- Member of College's Cricket Team, 2012.

**Skills:** General HR, Payroll Management, Bangladesh Labor Law Act-2006, Microsoft Office (Word, Excel, Power Point and SQL), Internet Browsing.

**Language Proficiency:** Excellent proficiency in reading, writing, listening and speaking in English and Bengali.

**Interests:** Travelling, Sports, Music and Gossiping.

## Other Qualities:

- Leadership ability in teamwork.
- Easily adaptable in versatile environment.
- Enough stamina for hard working.
- Excellent communication, interpersonal and relationship building skill.

## Personal Profile:

Father's Name : Syed Jahedul Alam

Mother's Name : Lutfa Akter

Date of Birth : 20-10-1996

NID No. : 3264541859

Present Address : House-13, Lane-2, Block-B, Mirpur-10, Dhaka-1216.

## References:

### Hafsa Maryam

Senior Assistant Professor

Department of Management & HRM

American International University-Bangladesh (AIUB)

Email:hafsamaryam@aiub.edu

Mobile: +8801912118671

### K M Hossain Zakir

Head of Implementation

CSL Software Resources Ltd.

Email:zhasan@cssoft.com

Mobile:+8801847367332

## Declaration:

I declare that the information provided in this résumé are correct, true and complete to the best of my knowledge and belief.



Syed Touhedul Alam

Date: July 18, 2021.