



Nura Alam Jeko

An enthusiastic, skilled, creative and dedicated professional looking to participate as a team member in a dynamic work environment that put value on people and product they promote.



CONTACT



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nuraalamjeko



Address: Vill-Dhulipara, P.O-
Rajapara, P.S-Cumilla Sadar
Dakshin, City-Cumilla, Bangladesh



Date of Birth: March 01, 1991



EXPERIENCES

HASHY TIGER CO. LTD.

Cumilla, Bangladesh-
May 2016- Present

Human Resource and Admin Compliance Executive

Performing Responsibilities:

- Prepare and disburse payroll, VAT control, Leave Management (E/L, C/L, S/L, M/L), New employee orientation and Preface org. Policies
- Experience in ISO 9001:2008, ISO 9001:2015, Tomy Compliance Audit, Thailand Govt. Compliance Audit and other Compliance Management and Employee separation.
- Practicing labor law and BEPZA Law, Personal File Management
- Communication with BEPZA authority, Fire Drill, T&D Management
- Handling Employee grievance, Job rotation, Employee Counseling

Accomplishments:

- Management by walking around and controlling emotional intelligence.
- Controlling crisis and dispute management with skilled office operation
- Build teammate with capabilities and retention

MARKET EXPRESS LIMITED,

Dhaka, Bangladesh
May 2015- April 2016

Executive Operation

Performing Responsibilities:

- Monthly SOP, Monthly sales evaluation, FMCG industry operation, product promotion and award disbursement.
- Looking for business opportunities and market development.
- Effective operation and controlling, auditing and tech advancement.

Accomplishments:

- National promotion activity launch and controlling.
- Cost benefit analysis through time motion study and ease doing business analysis
- Managing leadership and control of matrix team

NATIONAL CREDIT AND COMMERCE BANK LIMITED,

Tongi, Bangladesh
May 2013-August 2013

Internee

Performing Responsibilities:

- Build productive relationship with all level within the company.
- Manage accounting and finance operations as well as facets of business as an assistant-ship.
- Reconciliation of daily transaction and day to day duties.

Accomplishments:

- Skilled office operation and customers satisfaction
- Control bills and transactions
- Controlling risk and secure investment



EDUCATIONS

WORLD ACADEMY FOR RESEARCH AND DEVELOPMENT

October 2018- August 2020

AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH

January 2014- April 2015

AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH

May 2010- August 2013

BIMAN BANDOR MONSHI FAROQUE AHMED COLLEGE

July 2007-June 2009

NEURA M.I HIGH SCHOOL

January 2005-June 2007

EXTRA-CURRICULAR Certificate of Recognition

December 2011

PUBLICATION, AWARD AND TRAINING



REFEREES

S.M Nurul Amin
Relation: Reporting Manager
Email:amin@hashytiger.com

MD.Ziaur Rahman
Relation: Colleagues
Email:zia@hashytiger.com

PGDHRM

An advance diploma in Human Resource Management that connects operation, financial intelligence with systematical organization development with digitization of human resource. Employee performance management with compensation and reward maintaining ethics, compliance and legal in HR perspective.

Major : Human Resource Management
Result : Pass (EQF Level 7)

Master in Business Administration

Advance stratagem and trade maturity, assessment construction with execution, explore monetary study along with improvement.

Major : Finance
Overall CGPA: 3.75/4.00

Bachelor in Business Administration

Integrated industry administration and manage, financial and accounting coordination of business, supply chain management, carrying out development by excellence supervision.

Major : Accounting and Finance
Overall CGPA: 3.92/4.00

Higher Secondary Certificate

College accounting and business management with economical development.

Major : Business Studies
Overall GPA: 4.40/5.00

Secondary School Certificate

High school studies with basic principle of accounting and business entrepreneurship.

Major : Business Studies
Overall GPA: 4.25/5.00

Future Market Planner

Lead a team of five member
Develop an idea of business and design
Analysis of cost for start up business

Publication

Prospects Of Online Medicine Business in Bangladesh, November 2014.

Awards

Cum Laude, February 2016
Magna Cum Laude, February 2014

Training

- Participant of future market planner competition, Dec 03, 2011
- Completion of SAP GBI 2.1, 60 Hours Training, May 10, 2013
- Training on ISO 50001:2018 Standard EnMs, March 24, 2019
- Social Compliance & QHSE Mgt. Mfg. Industry, Sept 13, 2019



LANGUAGES

English communication skills

English

Hindi



SOFTWARES

MS Office

Adobe Illustrator

Networking

