



MARZAN BIN AZAD

HR PROFESSIONAL

SUMMARY

To reach a challenging position that will provide future opportunities to Utilize my skills and abilities to uplift my career growth as well as gain organization's goal.

PERSONAL INFO

Present Address:

Homes 24, House#18/A,
Flat#3C,Road#2,
Mohammadi Housing Ltd.
Mohammadpur,Dhaka.

Permanent Address:

Vill: Dihanagor, Post: Khatsingah,
Post Code: 5110, Upazila: Pirgonj;
District: Thakurgoan.

Mobile: +88 01716910974

Email:

marzan.binazad@gmail.com

Date of Birth:

07 November 1990

LinkedIn:

<https://www.linkedin.com/in/marzanbinazad/>

CORE COMPETENCIES

HR Strategy, planning & Execution
Performance Management Policy
Formulation
Labor Law
Recruitment
Payroll & Statutory Compliances
Compensation & Benefits
Manpower Planning
Training & Development
Joining & Exit Formalities Risk
Management Negotiation
Skills
Cost Management

PROFESSIONAL EXPERIENCE

Head of HR,Factory**Matador Toothbrush Industries Limited,**

08/10/2016 – Present

- Develop and monitor factory Payroll software.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Manage the recruitment and selection process
- Review, authorize, and recommend personal loan for the employees.
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Report to management and provide decision support through HR metrics

Content Management Executive**Brain Station-23**

17/09/2014-30/11/2014(Project)

- Work with team to achieve the project within time limit.
- Data Entry from PDF to MS Excel

Accounts Officer**City General Insurance Limited**

01/02/2013-31/01/2014

- Maintain Daily Cash
- Prepare Monthly Business Statement
- Dealing with clients
- Issue Marine, Fire and Motor Cover Notes for the clients

INTERNSHIP

The ACME Laboratories Ltd, (11/9/2012 to 10/12/2012)

Internship Title: 'Recruitment and Selection Process of The Acme Laboratories Limited.'

Learned from the Company Supervisor,

- screening Candidates.
- arranging written exam for the new recruitment,
- making candidates Personal Summary (CPS) for Interview,
- input Data through HRIS Software

CERTIFICATIONS

- Completed the workshop about Turtle Model of HR, Mirror and Wining Interview Techniques organized by AIUB Society for Human Resource.
- Training Program on Job Interview for the beginner, Training Program on Professional Grooming organized by AIUB Society for Human Resource.

ACHIEVEMENTS

- IT coordinator of AIUB Society for Human Resource November, 2011 to August, 2012.
- “Creative Member Award” on AIUB HR CARNIVAL 2012 for the making extra ordinary documentary videos, Banners, Posters for promotional activity.
- “Active Member Award” on AIUB HR Carnival 2011 for the hard work.
- Got Scholarship in SSC from Rajshahi Board.

INTEREST

Traveling,
Listing Music
Reading books and Articles
Watching Movies

EDUCATIONAL HISTORY

Master of Business Administration (M.B.A.)

CGPA: 3.05 (in a 4 scale)
Concentration: Major in HRM
Year of Passing: 2016
University: **Independent University Bangladesh**

Bachelor of Business Administration (B.B.A.)

CGPA : 3.36 (in a 4 scale)
Concentration: Major in HRM
Year of Passing: 2013
University: **American International University-Bangladesh**

Higher Secondary Certificate (H.S.C.)

GPA: 4.20 (in a scale of 5)
Concentration: Business Studies.
Year of Passing: 2008
Board: Rajshahi.
Institute: **Dinajpur Govt. College, Dinajpur.**

Secondary School Certificate (S.S.C.)

GPA: 4.63 (in a scale of 5)
Concentration: Business Studies.
Year of Passing: 2006
Board: Rajshahi.
Institute : **Dinajpur Zilla School, Dinajpur**

I hereby declare that the information provided above is true as far as my knowledge.

Date:

Place: Dhaka

Name: Marzan Bin Azad