

**RESUME**  
**OF**  
**M. Saimon Kabir**  
Contact : 01711190487  
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**Mailing Address:**

Flat- 12B, 583, Anamika Concord,  
Begum Rokeya Sarani, Shewrapara, Mirpur, Dhaka-1216.

**Career Objectives**

Looking for hard and challenging job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovative and from where I will be able to enhance my competence.

**Academic Qualification**

**Human Resource Management Competency - HRMC**

Name of Institution : Institute of Business Administration, Dhaka University  
Year of Passing : 2016

**Masters of Business Administration (MBA) HRM**

Name of Institution : American International University- Bangladesh (AIUB)  
Subject (Major) : Human Resource Management (HRM)  
CGPA : 3.20  
Year of Passing : 2014

**Post Graduation Diploma (PGD) HRM**

Institute : Bangladesh Institute of Management (BIM)  
Subject : Human Resource Management (HRM)  
CGPA : 3.33  
Year of Passing : 2014

**Bachelor of Business Administration (BBA) HRM**

Name of Institution : ASA University Bangladesh (AUB)  
Subject (Major) : Human Resource Management (HRM)  
CGPA : 3.36  
Year of Passing : 2011

### **Higher Secondary Certificate (H.S.C)**

Name of Institution : Tejgaon College  
Group : Science  
Board : Dhaka  
CGPA : 3.60  
Year of Passing : 2007

### **SECONDARY SCHOOL CERTIFICATE (S.S.C)**

Name of Institution : Sher-E-Bangla Nagar Govt. Boy's High School  
Group : Science  
Board : Dhaka  
CGPA : 3.50  
Year of Passing : 2005

## **Experience**

• **Probashi Palli Group**

**Deputy Manager, Talent Acquisition**

Level-12, Ahmed Tower, 28 & 30, Banani, Dhaka  
From 01/10/2022 To Continuing

• **Velocita Infosys Limited**

**Deputy Manager, Talent Acquisition**

Level- 8, House-45, Road-07, Sector -04, Uttara, Dhaka  
From 01/06/2021- 30/09/2022

• **Parcelwala Logistics Limited**

**Assistant Manager, Talent Acquisition**

House-94 (4th Floor), Road -01, Sector- 12, Uttara,Dhaka  
From 01/04/2019 To 31/05/2021

**Senior Executive, HR**

From 01/03/2018 To 01/04/2019

• **Shafi Knit Limited**

**Senior Executive, HR**

Natun Para, Baipail (Beside DEPZ-2) Ashulia, Savar, Dhaka, Bangladesh  
From 01/02/2016 To 03/01/2018

• **Bangladesh Spine & Orthopaedic Hospital Ltd.**

**Executive - HR & Supervision**

10/ Mirpur Road, Dhaka  
From 01/04/2014 To 31/01/2016

## Extra Educational Achievement

Student's welfare Association scholarship awarded in Class VI in the year of 1999

## Computer Literacy

- MS Office** (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- Google Drive** (Docs, Sheets, Slides, Forms)
- Spreadsheets** (Excel, Google Sheets, OpenOffice Calc)
- Email** (mail merge, filters, folders, rules)
- Presentations/Slideshows** (Powerpoint, Google Slides)

## Self-Assessment

- ▣ Enthusiastic, energetic, hardworking, meticulous and result oriented.
- ▣ Ability to work under pressure.
- ▣ Ability to work in a team and maintain effective communication.
- ▣ Strong analytical, problem solving and decision making ability.
- ▣ Credibility & integrity.

## Language Proficiency

- ▣ Good at reading, speaking & writing both in English and in Bangla.

## Personal Profile

Name	: M. Saimon Kabir
Father's Name	: Dr. Md. Alamgir Kabir
Mother's Name	: Mrs. Sraboni Kabir
Permanent Address	: 12-B, Anamika Concord, Shewrapara, Mirpur,Dhaka-1216
Present Address	: Same as permanent
Home District	: Dhaka
Date of Birth	: 23 <sup>rd</sup> October, 1988
Marital Status	: Single
Religion	: Islam
Blood Group	: O+(ve)
Nationality	: Bangladeshi (By Birth)