

CURRICULUM VITAE

Of

MD. MARUFUR RAHMAN SARKAR

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CAREER OBJECTIVE

I want to begin my career within your company where my education, experience and communication skills will be maximized and I can anticipate making progress in goal oriented performance for the benefit of my employer.

EDUCATIONAL QUALIFICATION

Secondary School Certificate (S.S.C)

Institute : Dhanmondi Govt. Boys' High School
Group : Science.
Board : Dhaka
Result : A-
Passing Year : 2001

Higher Secondary Certificate (H.S.C)

Institute : Notre Dame College
Group : Business Studies
Board : Dhaka
Result : B-
Passing Year : 2003

Bachelor of Business administration (B.B.A)

Institute : American International University Bangladesh
Group : Finance
Board : Dhaka
Result : B-
Passing Year : 2008

Masters of Business administration (M.B.A)

Institute : American International University Bangladesh
Group : Human Resource Management
Board : Dhaka
Result : B
Passing Year : 2011

Professional Course (PGDHRM/CHRMP)

Institute : Career Hub
Group : Human Resource Management
Result :
Passing Year : **Continuing**

WORKING EXPERIENCE

Company Name : American International University-Bangladesh (AIUB)
Location : House 83/B, Road 4, Kemal Ataturk Avenue Banani, Dhaka
Designation : **Jr. Executive, Registration**
Duration : May 1, 2008 - September 15, 2008

Company Name : American International University-Bangladesh (AIUB)
Location : House 83/B, Road 4, Kemal Ataturk Avenue Banani,
Dhaka Designation : **Executive, Registration**
Duration : September 16, 2008 –February 10, 2010

Company Name : Amex Kmitting & Dyeing Industries Ltd.
 Location : Jatrabari
 Designation : **Sr. Executive, HR**
 Duration : (March 1, 2017 – October 30, 2017)

Company Name : WINTER DRESS LIMITED (WINTER GROUP)
 Location : Vill: Kalma 1 Post: Dairy Farm P.S: Saver Dhaka
 Designation : **Asst. Manager, HR**
 Duration : January 1, 2018 –June 30, 2019

Company Name : University of Information Technology & Sciences (UITS)
 Location : GA-37/1 Progati Sarani, Baridhara, Gulshan- 2, Dhaka -1212, BD
 Designation : **Asst. Registrar , Administration & HR**
 Duration : July 1, 2019 - October 22, 2019

Duties/Responsibilities

1. Prepared the Personal Profile (Soft Copy) of all Supporting Staff's.
2. Maintaining the UCAM (Edusoft)-HR.
3. Maintaining Supporting staff's requirement process.
4. Prepared the NOC, Experience Certificate of All Supporting Staff's.
5. Maintaining Supporting Staff's Personal files and Check the Teachers and Officers Personal files.
6. Maintain the Supporting staff's Evaluation Report and Check the Teachers, Officers Evaluation Report.
7. Preparing Supporting staffs Update List and Check the Teachers and Officers Update list.
8. Providing information about Teachers and Officers as required by the University Grants Commission.
9. Check the final settlement bill.
10. Maintaining the UCAM (Edusoft)-HR Meeting.
11. Prepared the increment report (Supporting Staff's)
12. Maintain the Supporting staff's Confirmation and Check the Teachers and Officers Confirmation
13. Deal all Staffs Member.

Major Achievement:

1. Maintaining the Salary sheet of the Supporting Staff's and Check the Teachers and Officers salary sheet.
2. Maintaining everyday attendance sheet of all Supporting Staff's.
3. Maintaining duty roster of the Supporting staffs.
4. Maintaining Overtime sheet of the supporting staff's.

Training/ Seminar Summary:

Training/Seminar Title	Topic	Institute	Country	Location	Year	Duration
Bangladesh Labour Act 2006 (including the Amendment of 2013) and Bangladesh Labour Rules 2015	To develop the capacity, skills and competence to discuss the fundamentals of labour and industrial laws To develop the skill to maintain discipline and order in the establishment. To create competence in ensuring industrial work environment, amenities and benefits	AAA Control (training and advising)	Bangladesh	Dhaka	2017	1 DAY

Development Training for Administrative Officers	To make the administrative officers more aware about the work and organizational culture & structure, communication system and personal development	Institutional Quality Assurance Cell (AIUB-IQAC)	DHAKA	BANANI	2016	1DAY
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LANGUAGE PROFICIENCY

Language	Writing	Reading	Speaking
Bengali	Excellent	Excellent	Excellent
English	Excellent	Excellent	Good

INTEREST

- To work as a team member in an organization.
- Teaching, Learning, Training and Service etc.

HOBBY

Passing time on computer, Internet Browsing, Traveling, Music, Sports etc.

CONFIDENCE

I am smart, Young, energetic, dynamic and outgoing pleasant personality ad strong Inter-Personal skill with and ability to work at high pace on one's own imitative.

PERSONAL DETAILS

Father's Name : Muhammad Monirur Rahman
 Mother's Name : Nasreen Munir
 Permanent Address : Flat No: 11G (11th floor)
HAL UDAYAN RAKTA KARABI
 Block: J, Sec: 3 (Beside Mirpur Commerce College)
 Mirpur-3, Dhaka-1216
 Date of Birth : June 13, 1985
 Marital Status : Married
 Nationality : Bangladeshi (By Birth)
 Sex : Male
 Religion : Islam (Sunni)
 NID No : 10140413740

REFERENCE (S)

<u>Reference: 01</u>		<u>Reference: 02</u>	
Name	: Dr. Sharfuddin Ahmed	Professor Md. Firoz Hasan	
Organization	: Totaltel Private Limited	American International University (AIUB)	
Designation	: CEO	Director, ORP	
Address	: Road # 23, Block- B, Banani, Dhaka	House 83/B, Road 4, Kemal Ataturk Avenue Banani, Dhaka 1213, Bangladesh	
Phone (Off.)	:	+88-02-58815357, +88-02-8815386, Ext: 120	
Mobile	: +8801711537790, 8801727347345	+8801911358458	
E-Mail	: dr.sharfudding@totaltel.com.bd	firoz.hasan@live.com	
Relation	: Uncle (maternal)	Professional	

DECLARATION

The undersigned has hereby declared that the information furnished above are true & correct and will be responsible for the wrong information, if any is provided.

Date:



(MD. MARUFUR RAHMAN SARKAR)