

Mailing Address:

Abdullah Al Arif

Ka-205/1, 1st Floor
Khilkhet East Namapara
Khilkhet,
Dhaka-1229.
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Career Objective

To serve in an organization capable of providing me the scope for career development through careful evaluation of my competence and where I can use acquired knowledge.

Job Experience:**Senior Officer, HR& Admin (September 01, 2014 - Continued)**

Company Address : Reliance Finance Limited
Sara Tower, 10th Floor
11/A, Toyenobee Circular Road,
Motijheel, Dhaka-1000.

Department : Human Resource & Administration

Duties & Responsibilities:

- In Recruitment and Selection process: Prepare notices and advertisements for vacant staff positions. Schedule and organize interviews and participate in applicant interviews. Conduct reference checks on possible candidates. Prepare, develop and implement procedures and policies on staff recruitment. Conducting new personnel orientation for new hires.
- Assist in Performance Evaluation of employees.
- Assist in Development and field testing of HRIS.
- Maintaining and updating Pay-Roll data and Assist in Remuneration fixation and review.
- Conducting TNA (Training Need Analysis), identify the gap. Collect the total training programs from external training coordinator. Prepare training plan to facilitate employee Training & Development Programs.
- Maintaining all HR related documents such as personal file, attendance record and all kind of Office Memo.
- To maintain the database of leave attendance in manual and software.
- Contribute in updating required HR and Administrative policies and procedures.
- Managing Group Life & Health Insurance of Employees (Inclusion, Exclusion & Claim).

- Maintain & Update all HR & Administrative Database on time and generate to submit Operational Report (such as report for Bangladesh bank, prepare the salary survey on various organization to compare salary profit ratio) as per Management Requirement.
- Maintaining Trade License of Head Office & Branches and managing Insurance of Fixed Assets.
- Take care of Office Security & Safety Management, Office Environment & Hygiene Management and Office Gardening/ Decoration Management.
- Facilitate & arrange all Events in Head Office & Branches.
- Arrange or assist in arranging Promotional Activities. (Advertisement, Participation in relevant fair etc.)
- Arrange CSR activities.

Senior Executive, HR & Admin (September 01, 2013- August 30, 2014)

Company Address : Arttex Sweaters Limited
Jail Khana Road, Konabari,
Gazipur, Dhaka.

Department : Human Resource & Administration

Duties & Responsibilities:

- Recruitment & Selection.
- Compensation & Benefits.
- Attendance management and Leave Management.
- Organization Development/Process Improvement.
- Performance Management & Career Development.
- Inform affected staff or residents of unexpected absences from work and coordinate actions ensuring the continuity of services such as cancellation of events and locating keys.
- Develop and implement a human resources plan and personnel management policies and procedures
- Arranging safety and awareness programs for workers and make schedule and prepare participant list for upcoming training programs. Maintain database of all training activities monthly or annually.
- Maintain the database of pre-training and post-training analysis and prepare report for concern department to know improvement of particular employees or workers.
- Prepare the training material on safety & Security and arranged training on safety and security for employees and workers.
- Enhancing strong bondages among the management and workers through team building and group cohesion regarding problem sharing.
- Managing Insurance of Fixed Assets.
- Assist in ensuring smooth work-flow and shipment in time.
- Solely responsible for maintain Office Security & Safety Management and Office Environment & Hygiene Management.

Executive, (September 01, 2010- August 30, 2013)

Company Address : LankaBangla Securities Limited
A.A. Bhaban (Level-5),
23 Motijheel, C/A, Dhaka.

Department : Trade Execution Department

Duties & Responsibilities:

- General Trade Execution
- Market Analysis (Amibroker, Organizationally Developed Analysis software's, Bloomberg Reports & In-House Research Analysis).
- Fundamental & Technical Analysis
- Business Development
- Portfolio Management (Branch Level)
- Idea Generation for Business development
- Administrative works (when assigned)
- Generating Various Reports for Management & Regulatory Bodies.

Computer Literacy

MS Office, HRIS, ERP, NGTS.

Educational Credentials

Name of Certificate	Institution	Board/ Department	Area of Concentration	GPA/CGPA	Year of Passing
M.B.A.	University of Chittagong	Management Studies	Human Resource Management	3.25(Out of 4)	2008
B.B.A.	University of Chittagong	Management Studies	Management Studies	3.41(Out of 4)	2007
H.S.C.	Ispahani Public School & College, Com. Cant., Comilla	Comilla	Science	3.60(Out of 5, without fourth subject)	2003
S.S.C.	Comilla Zilla School, Comilla	Comilla	Science	3.88(Out of 5, without fourth subject)	2001

Personal Information:

Name : Abdullah Al Arif
Father's Name : Md. Muid
Mother's Name : Razia Nargish
Permanent Address : Abdullah Al Arif
250/ 1 / Ka / A, 1st Floor, Khilkheth East NamaPara,
P.O. Khilkheth, P.S. Khilkheth, Dhaka.
Date of Birth : 1st January, 1986
Place of Birth : Dhaka.
Religion : Islam.
Marital status : Married.
Nationality : Bangladeshi by birth.
National ID No. : 1926703018376
Blood Group : B+
Passport No. : BC 0776757

Referee:

Referee-1:

Md. Khairul Anam Chowdhury
Chief Executive Officer
LankaBangla Securities Ltd.
AA Bhaban, Level-5, Motijheel, Dhaka.
Ph No: 01730334499
E-mail : sohel@lbsbd.com

Referee-2:

Dr. Mohammed Abdullah Mamun
Professor,
Dept, of Management Studies.
Chittagong University.
Ph No: 0175555118

I hereby declare that there is no misrepresentation of information or any manipulation of such kind.



(Abdullah Al Arif)