



Ahmed Nafis Kabir

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Personal profile statement

I am a highly organised, dedicated and diplomatic Human Resources Officer, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I am also proficient in business, reflected in familiarity with payroll systems and employment law.

Achievements

- First class degree in Human Resources Management from Limkokwing University Malaysia
- Over two year's practical experience working in Human Resources

Education

2017	MBA in Human Resources Management	Limkokwing University Malaysia	Grade achieved: 3.79
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Relevant Modules:

- Organisational Behaviour
- Research Methodology
- Human Resource Development
- International Human Resource Management
- Quantative Method of Business
- Compensation and negotiation of employee relation
- Strategic Management

2012	Bachelor of Laws	Southeast University Dhaka, Bangladesh	Grade achieved: 2.74
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Relevant Modules:

- Code of criminal procedure
- Code of civil procedure

- Muslim law
- Company law
- Specific relief act
- Evidence Act
- Penal Code
- Bangladesh Bar Council Act
- Labour Law
- Human Rights Law

2008	Higher Secondary School Certificate	B.A.F Shaheen College, Tejgaon, Dhaka, Bangladesh	Grade achieved: 3.10 Subject: Humanities
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2006	Secondary School Certificate	B.A.F Shaheen College, Tejgaon, Dhaka, Bangladesh	Grade achieved: 2.81 Subject: Humanities
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Work experience

Mar 2018 – Present	Human Resources Officer & Manager	Newcore global Private Ltd. India (Dhaka office)
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Main duties performed:

- Acting as the first point of contact for any Human Resources issues
- Provide advice and guidance to managers about HR-related issues
- Consulting with a range of the organisation's departments to implement the company policy and HR processes
- Participating in meetings, investigations and consultations

September 2016 – September 2017	Human Resources Assistant	Herbalzone International Malaysia
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Main duties performed:

- Assisting in the administration of company policy and HR procedures
- Dealing with employee grievances, reporting complaints to senior managers
- Producing handbooks and employment information booklets
- General Admin duties; regularly making and answering phone calls, sending out emails to staff, taking minutes, printing, photocopying, filing, etc.

Qualifications

- General member Bangladesh Human Resource Society

Skills

- Advanced interpersonal skills, demonstrated in the ability to develop strong working relationships with colleagues and company employees
- Proficient in Microsoft Office
- In-depth knowledge of laws and workplace regulations
- Professional and confident with excellent diplomacy and negotiation skills
- Excellent communication skills with an ability to liaise effectively with a range of departments to effectively implement company policies

Expected Salary: BDT 20000- 25000

References

Sara Ramzani

Lecturer & Phd Research Associate

Department of Post-graduate Business Administration

Limkokwing University Malaysia

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Tel: +60126884708

Mahmud Wazed

Advocate, Bangladesh Supreme Court

& Founder, Amicus Law Chamber

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