

Al Amin

Dhaka, Bangladesh

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OBJECTIVE:

Flexible Administrative professional with 10 years' work experiences and degree in Masters of Sociology and Human Resources Management. Managed customer services, busy schedules and travel plans of corporate executive while performing general office administrative duties. Looking increase my professional development while helping your company achieve its goal.

SKILLS SUMMARY:

- Administrative Support
 - Office Management
 - Communication
 - Organization
 - Decision Making & Problem solving
 - Leadership & Interpersonal skills
 - Team work & Customer Service
 - Computer & typing skills
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WORK HISTORY:

(Manager- Administrative)

M.I Green Lon Co., Ltd.

Dhaka, Bangladesh

January 2023 to Current

Job Accomplishments:

- Recruited, trained and developed dynamic administrative team, supporting all corporate growth and productivity objectives.
- Directed and oversaw daily activities of office personnel.
- Reviewed and maintained confidential documents and files, assisted payroll management for 200+ employees and scheduled and coordinated meetings.
- Set up meetings and appointments, including gathering materials, booking conference and providing information to involve parties.

(Coordinator-Administrative)

IP Global Industries Ltd.

Dhaka, Bangladesh

March 2022 to December 2022

Job Accomplishments:

- Managed daily activities of office as well as companywide projects and activities.
- Served as liaison between different company departments including budgeting organization and legal.
- Enter invoice data into datasheet and update details including customers and vendor contact to keep information.
- Set up and maintain physical and electronic filing system to maintain organizational efficiency.

(Asst. Manager- Administrative)

M.I Green Lon Co., Ltd.

Dhaka, Bangladesh

January 2017 to February 2022

Job Accomplishments:

- Scheduled and coordinated meetings, appointments and travel arrangements for managers.
- Developed new filing and organizational practices, saving \$3000 per year in contracted labour expenses.
- Answered the telephone calls (15+ daily) in a courteous manner, while taking messages with a high degree of accuracy.
- Organized monthly meetings and their logistical elements (scheduling, preparing the facility, organizing handouts).
- Ensured office supplies and equipment and reduce 13% of cost by directly dealing with dealers.

(Administrative Officer)

Mother International

Dhaka, Bangladesh

January 2013 to December 2016

Job Accomplishments:

- Controlled and managed documents process by reviewing files, records, and critical information to confirm accuracy and comply with company policies and procedures.
- Coordinated Executive and senior management vacation, day-to-day meeting and travel schedules.
- Controlled and supervised the vehicle, log book, parking area, safety & security.

QUALIFICATIONS:

1. National University

Bangladesh

2011

Masters of Sociology

2. Bangladesh Institute of Human Resources Management (BIHRM).

Dhaka, Bangladesh

2022

Post Graduate Diploma in Human Resources Management

3. Bangladesh Institute of Human Resources Management (BIHRM).

Dhaka, Bangladesh

2023

Professional MBA in Human Resources Management

Training:

1. Leadership for Administrative Professionals.
2. Practical Accounting for Non-Accounting Professionals.
3. Payroll Management
4. Labor Law

Language Skills:

1. English: Fluent

2. Bengali: Native

Computer Skills: MS Office Suits, google docs, spreadsheets, Internet browsing, email management.

REFEREES:

1. Masudul Alam

CEO

M.I Green Lon Co., Ltd

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2. Naim Hossain

In-Charge, HR & Admin

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