

# SK MASUD ALAM

## HR PROFESSIONAL

MBA-HR, BA, D.EL.ED

📍 PALISHGRAM, PURBA BARDDHAMAN , 713147, WEST BENGAL , INDIA

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✉ masudhr23@gmail.com

### PROFILE SUMMARY >>

Recent MBA-HR graduate with hands-on experience in talent acquisition, employee relations, and performance management. Strong communicator, passionate about optimizing effectiveness and employee development. Seeks challenging HR role to contribute to company success.

### SKILLS AND ABILITIES

- Quick Thinking & Problem Solving
- Recruitment and Talent Acquisition
- Employee Relations
- Performance Management
- HR Policies and Compliance
- Ethical Decision-Making

### COMPUTER SKILLS

MS Office, MS Excel , MS Power Point

### STRENGTHS

- Multitasking
- Quick learner
- Communication
- Time Management

### EDUCATION

MASTER OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE, THE UNIVERSITY OF BURDWAN

SESSION : 2021- 2023 , RESULT : 71.4 % , GRADE: "A"

#### CORE COURSES IN MBA-HR PROGRAMME

Foundations of Management, Organizational Behavior, Strategic Management, Marketing Management, Financial Management, Labour Laws, Systems & Operations, HR Analytics, HRM, Employee Relations

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## WORK EXPERIENCE/ INTERNSHIP

### Company's Name / Job Title

 THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

Duration : June 2022 to July 2022 , Job Position : Internship Trainee

Please : Burdwan

#### Tasks :

- Data collection and Analysis.
- Learned about the Recruitment process.
- How to put my knowledge and skills into practice.
- Communication and Collaboration.
- Learned about HR Management & Leadership activities.
- Acquiring information to complete the Project work -  
" A study on Compensation Management at The Burdwan Central Co-Operative Bank Ltd. "

### Company's Name / Job Title

 APEX INTERNATIONAL

Duration : June 2020 to June 2021

Place - Kolkata, Job Position : Supervisor

#### Job Responsibilities :

- Managing workflow.
- Observing and supervising team.
- Evaluating performance and providing feedback.
- Reporting to executives .
- Identifying and applying career advancement opportunities.
- Helping to resolve employee issues and disputes.

## PROFESSIONAL QUALIFICATION

DEGREE	INSTITUTE	BOARD/ UNIVERSITY	PASSING YEAR	MARKS (%)
MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE)	THE UNIVERSITY OF BURDWAN	THE UNIVERSITY OF BURDWAN	2023	71.4 %
BACHELOR OF ARTS (ARABIC HONOURS)	SURI VIDYASAGAR COLLEGE	THE UNIVERSITY OF BURDWAN	2021	73.3 %
DIPLOMA IN ELEMENTARY EDUCATION	KATWA GOVERNMENT PTTI	WBBPE	2017	76 %
INTERMEDIATE	ORGRAM CHATUSPALLI HIGH MADRASAH	WBCHSE	2015	83 %
MATRICULATION	PALISHGRAM HIGH SCHOOL	WBBSC	2013	68.5 %

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## LANGUAGES

- ENGLISH : Professional
- HINDI : Professional
- BENGALI : Native
- ARABIC : Advance
- URDU : Advance




## ACHIEVEMENTS

- I represented my work & my department in two times interdepartmental College seminar  
Place : Suri Vidyasagar College
- I had the honor of representing my college at the intercollege Extempore event  
Place : Hetampur KC College

## ADDITIONAL ACTIVITIES

- Creative Writer: Published poems in literary journals and online platforms.
- Blogger: Sharing my writing journey.
- YouTuber: Explore the world with me through captivating travel vlogs and educational videos.
- NSS Volunteer: Participated in the University National Service Scheme programme.

## HOBBIES & INTEREST

-  Learning
-  Watching on YouTube
-  Traveling

## CERTIFICATE

- One Year Diploma in Office Automation
- Diploma in Computer Application
- Two Years Diploma in Elementary Education

## PROJECT WORK

A STUDY ON EFFECTS OF ARTIFICIAL INTELLIGENCE ON HUMAN RESOURCE MANAGEMENT  
MBA- HUMAN RESOURCE DISSERTATION REPORT, YEAR:2023

### PERSONAL INFORMATION

Full Name : SK MASUD ALAM  
Father's Name : SK RABIUL ALAM  
Mother's Name : SK MONIZA BEGUM  
Marital status : SINGLE  
Gender : MALE  
Date of birth : FEBRUARY 17, 1998  
Nationality : INDIAN

### DECLARATION

I SK MASUD ALAM hereby undertake that all the information furnished above is true to the best of my knowledge and belief.

Date:

Place : PALISHGRAM

SK MASUD ALAM

