

SK MASUD ALAM

HR PROFESSIONAL

MBA-HR, BA, D.EL.ED

 PALISHGRAM, PURBA BARDHAMAN , 713147, WEST BENGAL , INDIA

 (+91) 8609513541

 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, LabourLaws, Systems & Operations, HR Analytics, HRM, Employee Relations

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

Place : 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 %

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

