**MASUD**

**Email:** **masud.388358@2freemail.com**

***SUMMARY****:*

* *4 Years Experience in Data Entry, Data Process in HR Admin & Payroll section****.( SAUDI ARABIA)***
* *3 Years as a Secretary of French Technical Manager****( SAUDI ARABIA)***
* *2 Years Experience as a Store Keeper****.( SAUDI ARABIA)***

***As a Par time Worker:***

* *1 years of experience in table setup. Four season Hotel,(* ***SAUDI ARABIA****)*
* *1 years of experience in as waiter, Jabri house,(Jordanian restaurant, Riyadh)*
* *2 years of experience in prepare Hamburger ( Taxi, Riyadh)*
* *1 years of experience in as Cashier in Pane piato( Hamburger shop, Riyadh)*
* *2 Years Experience in as waiter. Ritz Carlton, Riyadh,(* ***SAUDI ARABIA****)*

***SUMMARY OF QUALIFICATION:***

* *Self motivate, team player, hard worker, able to multi task and can learn quickly*
* *Ability to act appropriately in situations requiring tact, diplomacy, and confidentiality*
* *Time management and independent leadership.*
* *Good team player and can work under pressure in a fast paced environment.*
* *With strong analytical and public relations skills, experienced in secretarial function and customer care.*

***PROFESSIONAL EXPOSURE:***

* *Having 9 years of work experience as in HR Administration and Payroll section.*
* *Worked as a Personal Administration Officer.*
* *Worked as a Secretary of French Technical Manager.*
* *I have worked as a part time worker in five star hotels such as, Four season, Ritz Carlton.*

***WORK EXPERIENCE:***

***As a Data Entry Operator:***

* *Enter daily log sheet of 100+ employees*
* *Enter the Over Time and excess over time record*
* *New recruits record*
* *Work Order record*
* *Keep Up to date Maintenance management system*
* *Prepare and print the absent and present report of employees*
* *Print the KPI report.*
* *Prepare the Overtime justification report*
* *Established and maintain the new recruits ID*

***As a Personnel Administration Officer:***

* *Prepare the hiring approval documents for management review.*
* *Prepare and issue Offer letter of Employees*
* *Proper documentation files management of the hiring and employee information.*
* *Follow up with the respective Personnel assistants and site Managers regarding the renewal of the contractual staff and employees.*
* *Assisted the employee relation officer in scanning the necessary documents related to the employment movement such as termination, End of service and Resignation.*
* *Assisted the Recruitment team in conducting phone interviews to job candidates and salary haggling providing orientation to newly hired employees on Medical exam and contract signing whenever necessary.*
* *Prepare the pre-payroll for the HR department employees and send it to head office.*

***As a Secretary:***

* *Maintain all files and record.*
* *Prepared the estimates / Quotations as requested, contacted and followed-up customers as required.*
* *Maintained control of promotional material and stationary, first aid kit and domestic supplies.*
* *Answered clients call and give them a satisfactory answer as management advised.*
* *Issued the invoice and Receipts. Collected the payments from the clients and made the follow-up.*
* *Provided assistance to the small company owner who is working as a sub contractor with us.*

***ADDITIONAL SKILLS:***

* *Superb Typing skills.*

***COMPUTER SKILLS:***

* *M.S word, Excel, Power point.*
* *Computer management skills and troubleshooting on basic levels.*
* *Like to search new technologies on internet.*

***ACADEMIC QUALIFICATION:***

* *S.S.C in Humanities from board of Dhaka*
* *H.S.C in Humanities from board of Dhaka*
* *B.S.S ( pass course) Titumir Gov. university college.*

***EXTRA CURRICULAR ACTIVITIES:***

* *Outdoor games, Reading, watching TV, Movies etc.*

***LANGUAGE PROFICIENCY:***

* *Good command in written and speaking in ENGLISH*
* *ARABIC, HINDI, URDU*

***PERSONAL PROFILES:***

* *Date of birth: 1st April 1983*
* *Nationality: Bangladeshi*
* *Marital status: Married*
* *Religion: Islam*