



MIR SAHED ALOMGER

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SUMMARY

Detail-oriented HR expert with a focus on data analytics and employee engagement strategies. Proficient in HR software, driving process improvements, and ensuring precise record-keeping for informed decision-making. Effective team player with a history of contributing to organizational success.

SKILLS

- Data analysis and reporting
- Time management
- HR software proficiency
- Payroll administration
- Policy development
- Employee engagement
- Performance tracking
- Team collaboration
- Process improvement
- HR analytics
- HRIS management
- Employee relations
- Human resources support
- Administrative assistance
- Financial reporting
- Problem solving
- Banking operations support
- Microsoft Office Suite proficiency
- Digital marketing and communication
- Leadership and management skills
- Internet browsing and email correspondence
- Data analysis
- MS office
- Task prioritization
- Organizational skills
- Adaptability
- BPO companies' work experiences

EXPERIENCE

ASSOCIATE (HR), 10/2023 - Current

Quantanite Bangladesh, Mirpur, Dhaka, Bangladesh

- Maintained employee records using HR management software to ensure accurate data tracking.
- Collected timekeeping information from departments to support accurate payroll processing.
- Updated company policies to ensure compliance with labor laws.
- Coordinated employee engagement activities to enhance workplace culture.
- Reviewed and analyzed data to ensure accuracy and quality standards.
- Prepared findings for Team Leader to facilitate performance tracking and support decision-making.
- Updated and managed daily/hourly trackers for streamlined workflow and

compliance.

- Monitored and adjusted call response times to improve customer service. to optimize customer service efficiency. through effective time management techniques.

INTERN – GENERAL BANKING, 07/2023 - 11/2023

Mercantile Bank PLC, Banani, Dhaka, Bangladesh

- Supported staff members in daily tasks, allowing greater focus on higher-priority assignments
- Assisted in preparing STR and SAR, enhancing compliance and reporting accuracy
- Gained valuable industry-specific experience by applying learned concepts to real work situations
- Analyzed problems and collaborated with teams to develop effective solutions
- Contributed to a positive team environment through collaboration on group projects and presentations
- Processed customer transactions and maintained accurate records to ensure operational efficiency
- Assisted in compiling financial reports and documentation for audits.
- Participated in team meetings to discuss operational improvements and strategies.

EDUCATION AND TRAINING

Presidency University, Gulshan,Dhaka, 01/2024

BBA: Bachelor of Business Administration (BBA)

CGPA: 3.23 Out of 4.00

Satkhira Govt. College, Satkhira, 06/2018

HSC: Commerce

- GPA: 4.00 out of 5.00

Satkhira Govt. High School, Satkhira, 05/2016

SSC: Commerce

- GPA: 4.72 out of 5.00

LANGUAGES

Bengali:
Native

Native

English:

B2

Upper Intermediate (B2)

ACTIVITIES

Volunteer Of Business Club, Presidency University (2019 to 2024)

Member & Volunteer Of EX-Students' Association of Satkhira Govt. High School (2016 to Present)

Member Of Sports Club, Presidency University (2019 to 2024)