

SALAH UDDIN.

Address: Bohordarhat, Chattogram

Mobile: 01849481171

Email: msalahuddin1171@gmail.com

LinkedIn: [Mohammad Salah Uddin](#)



Career objective

MBA & BBA in Human Resource Management graduate with internship experience in HR operations and HRIS software. Strong knowledge of the Bangladesh Labour Act, employee relations, and Microsoft Excel. Willing to contribute to your dynamic organization by applying theoretical knowledge and practical skills to develop and support HR programs in your organization.

CORE COMPETENCIES

- Knowledge of talent acquisition and onboarding processes
- Understanding HR policies and compliance
- Familiarity with HR software- HRIS (GS HRM, Pi-HR, ATS)
- Payroll and leave Management
- Bangladesh labor law
- HR analytics and reporting (Excel, SPSS)
- Employee engagement initiatives
- Training Coordination
- Conflict management skills
- Strong communication and interpersonal skills
- Microsoft Office (Word, Excel, PowerPoint, MS Access)
- Google suite, power BI (Basic)

PROFESSIONAL EXPERIENCE

HR Intern | Divine Design & Alamode Apparel Ltd. (Four H Group) | March 18 – June 18, 2025

- Supported recruitment and onboarding for 20+ employees.
- Managed 150+ employee records and HR database.
- Assisted with attendance, payroll, and compliance documentation.
- Coordinated training and prepared HR reports.

EDUCATION

MBA (HRM), University of Chittagong. Result not yet published **2024 (June 14 2025 – 14 July 2026)**

BBA (HRM), University of Chittagong | CGPA: 3.45/4.00 **2023 (Jan 2020 – Mar 2025)**

CERTIFICATION & PROJECT

HRMS Training (7 Days) – **Genuine Technology & Research Ltd.**

MBA Project: **Assessing the Effectiveness of Training Programs on Employee Skill Development: A Study of Apex Pharmaceutical Company in Bangladesh.**

INDUSTRY EXPOSURE

Azim Group - Observed HR operations, discussed HR practices with HR & Merchandising team, learned employee management practices

Jamuna Oil Limited - Observed HR practices in a government organization, learned employee retention and HR administration

ADDITIONAL INFORMATION:

Technical Skills: MS Office (Word, Excel, PowerPoint), Google Suite, SPSS

Language: Bangla (native), English (fluent)

References: Available upon request.