

TO WHOM IT MAY CONCERN:

Application for a position of General Manager-1

Dear Sir,

I am writing regarding my interest in your above vacant position. I believe I have the ability to favorably affect your company's bottom line as I am quick learner with 'Cando' attitude, successful in deadline-driven environment; can focus on Strategy, Governance, People and Process Development.

I have all of the required qualifications that you are asking for in this job; the education, the experience with different nationals and multinational companies, the industry experience along with a passion that passion translates into results. I have strong communication & interpersonal skills, can work under pressure, manage multiple priorities and parallel tasks. Nothing is more fulfilling than being part of a team with similar interests.

I enjoy working in competitive situations where accuracy is paramount, effective in establishing a leadership position in an unassuming manner. My interest in following current events enables me to keep abreast of new ideas related to the business world.

Since I understand that you are very busy, though if we have an opportunity to speak with each other, I can better enumerate how I can be of service to your company.

Sincerely,

(Tariq Tabib)

TARIQ TABIB

📍 Road 6, Sheikhertek, Mohammadpur, Dhaka 1207 ✉️ tariqtabib@gmail.com 📞 +88-01921-590-596



EXPERIENCE SUMMARY

- Result Oriented
- Strengthened Compliance
- Improved Processes
- Elevated Output, Quality, and Satisfaction
- Extensive Process Optimization and
- Analysis Knowledge

SKILLS

- HR Generalist
- Management (Office & Staff)
- Decision-Making & Problem-Solving
- Communication & Negotiating Contracts
- Time & Budget Management
- Leadership, Teamwork, T&D
- Adaptability & Pressure Handling
- Fast Learning, Multitasking & Critical Thinking

ACHIEVEMENTS

I have proven track records of consistently delivering projects on time and within budget, ensuring profitability, whether working independently or as part of a team.

EDUCATION

MBA (HRM)

NIBM, Coimbatore, India
Aug 2019 – Present (Persecuting)

M. Sc (Geography)

University of Rajshahi
Jan 1993 – Jan 1997 (Exam 1993)

B. Sc

University of Rajshahi
Jan 1990 – Dec 1992

PGD in Personnel Management (PGDPM)

IPM- Bangladesh
Aug 1994 – Oct 1995

PGD in Management (PGDM)

Bangladesh Open University
Jan 2007 – Dec 2008

HIGHLIGHTS

Dedicated professional with a proactive approach and strong skills in organization, communication, negotiation, report writing and spreadsheet creation. Experienced in efficiently managing Admin, HR, Operations, Procurement, and Company Affairs, contributing to cost-saving initiatives.

Seeking a management role in rapidly growing companies prioritizing service and effective management. Skilled in Group Corporate Management, responsible for overseeing smooth HR Admin operations and implementing comprehensive budget and control systems for accurate reporting. Value mutual understanding and ready to discuss expectations in detail.

EXPERIENCE

HEAD (ADMIN, HR, OPERATIONS)

TERRANOVA GROUP

- TERRANOVA DEVELOPMENTS LTD
- BARISAL POWER COMPANY LIMITED

Feb 2016 – PRESENT

HEAD (ADMIN, HR & OPERATIONS) & COMPANY SECRETARY

TERRANOVA GROUP

- EKUSHEY TELEVISION LTD

Oct 2010 – Feb 2016

SAVP (ADMIN HR & COMPANY AFFAIRS)

- AGRANI INSURANCE COMPANY LIMITED

Jun 2007 – Oct 2010

MANAGER (ADMIN & HR)

- AKIJ PARTICLE BOARD MILLS LTD
- Factory Management

Jun 2004 – May 2007

ASSISTANT MANAGER (PERSONNEL)

- UNIMED & UNIHEALTH MANUFACTURERS LTD

Oct 2000 – May 2004

KEY ROLLS

Key roles and responsibilities that are performed, which are very comprehensive. These responsibilities can be grouped into following main areas:

- **Administrative:** This includes overseeing the overall administration of the company, managing staffing, facilities, communications, transport, security, database management, purchasing, and shipping/receiving.
- **Human Resources:** This includes developing and implementing HR policies and procedures, HR Policies, administering the salary and wages program, handling disciplinary procedures, and maintaining personnel records, staffing, training, grievances handling, motivation, etc.

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TRAINING

BL Act 2006 & BL Rules 2015

BlueCrow Services
22- 26 Oct 2019

Disputes & Disciplinary Proceedings

HR Soulmates, WB
18- 19 May 2017

Import Export Procedure

SME Foundation
17- 19 Apr 2017

Certificate on HRM

PTDCA, Dhaka
7- 31 May 2015

Access control system, Time & Attendance configuration and application

HIKvision eLearning, China
Sept 2014

How to prepare, give and evaluate training

Training for the Trainer
Sponsored by the Foundation of International Board of Certified Trainers, The Netherlands
Oct 2013

Strengthening the AML/ CTF Regulation of the Insurance Market

AUSTRAC, Australian Govt
International Technical Assistance & Training
Feb 2012

Identification & Mitigation of ML in Bangladesh

International Technical Assistance & Training
AUSTRAC, Australian Govt
Sept 2010

Mind Development & Self Improvement

Yoga Foundation
Quantum Method
Feb 2002

Quality Awareness

TACK TRAINING International, UK
Center for Developing Mgt Excellence, Dhaka
Sept 2001

Book Keeping & Accounting

SCITI, Dhaka
22 Mar- 2 Apr 1998

BIO

Father: Tabibur Rahman
Per Add: Sardah, Charghat, Rajshahi 6271
Language: English & Bengali- Fluent

REFERENCES

Available on request

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- **Legal:** This includes providing legal advice to the company, negotiating contracts and agreements, and representing the company in legal proceedings.
- **Strategic Planning:** This includes contributing to short- and long-term organizational planning and strategy, identifying and assessing opportunities for growth, and developing and implementing plans to achieve the company's goals.
- **Procurement:** Negotiating with suppliers and vendors to secure advantageous terms. This involves understanding the supplier or vendor's needs and negotiating terms that are beneficial to both parties.
- **Company Secretary:** In addition to these key roles and responsibilities, I can summarize the key roles and responsibilities that I have performed and or/ performing as a Company Secretary.
 - Drafting of Notice, Agenda, Notes, Minutes of Board & all Committee, monthly, weekly Meetings of the Company, EGM, and AGM and ensure the follow-up of implementations of the decisions thereof.
 - Liaison to Board of Directors, Share Holders and other stakeholders.
 - Well conversant with Company's Act, BSEC Act & rules, RJSC, DSE, CSE, CDBL rules & Regulation.
 - Preparation and filling of documents and returns in compliance of regulatory requirements with renewals of Companies various license, permits etc. on time.
- **Factory:** I oversee everything in the factory, from inventory, buying materials to making products & shipments, managing people, and ensuring safety. My goal is to make the factory efficient, cost-effective, and safe. I hire and train workers, provide technical support, and motivate them to meet production goals. I also handle security, transport, and work with government offices and local authorities when needed.

DECLARATION

I, Tariq Tabib, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

(Tariq Tabib)
Dhaka, Bangladesh

PRESENCE

<https://facebook.com/tariqtabib>
<https://linkedin.com/in/tariqtabib>
<https://tariqtabib.wixsite.com/home>