

CURRICULUM VITAE

Post: Application for Officer of HR.



JOB EXPERIENCES:

Section Seven Limited (Executive, HRD) (Jan 2008 - Jun 2012)

(100% Export oriented Factory in Chattogram EPZ, Bangladesh)

- Performed workers duties & schedule to maintain their coordination.
- Performed Workers Hiring, and their Daily attendance system maintaining
- Monthly workers salary sheet preparation.
- Raised any critical issue resolved it with team work.
- Prepared their assessment/ evaluation and submitted to authority.
- For smooth operation co-ordinate with workers.
- As an Executive of HR perform monitoring workers whole activities.

JAR WORLD MARINE PVT. LTD. (JAR GROUP)

(Year 2015'-to 2023)

Manager Crewing/Shipping- Chittagong. (<http://www.jar-group.com/araj.html>).

- ISO & MLC audit done successfully.
- DG Shipping License renewal audit done successfully.
- Crew manning for Bulk, General Cargo, Tanker, VLCC, Bunker barge & Scarp vessels etc
- Ship's Crew personnel management, formulate, execute and administer policies and strategy relation to crewing.
- Liaise with Master port authorities, manning agents and other agents.
- Develop and evaluate vessels manning requirements.
- Liaise with P& I club and manage crew for P& I cases i.e. crew death cases.
- Visa's documents procedure & apply to honorable embassy.
- LG, Ok to Board, Visa application and ticket collect & handover.
- COR, AOR, flag state documents making submit to DG Shipping and collect to same.

UAE Experience 3 Years (2023=2026)

SKILLS :

- Prepare Accounts, reports, statements, forms, database, presentations etc.
- Respond to telephone, in person or electronic enquiries.
- Sorting and filing documents according to established filing systems.
- Assist and co-operation with administrative procedures.
- Maintain inventory of office supplies, order supplies as required.
- Organize the workflow for the office support.
- Provide company rules & regulations and procedures to staff, clients and public.

Education

Graduation

Languages

English, Hindi, Urdu, Bengali.

Certifications and Licenses-

Computer Office Application Course Certificate, Bangladesh.

Computer Hardware & Troubleshooting Certificate from Computer Village, Chittagong, Bangladesh.

Shipping Agent course completion from National Maritime Institute, Chittagong

English Language Course Certificate obtained from FM Institute, Chittagong, Bangladesh.

Myself as an active volunteer member of JAR Foundation, Chittagong, Bangladesh since 2017-2023

PERSONAL INFORMATION:

Name	: Mohammed Araj
Father Name	: Late Md. Abdus Salam
Mother name	: Late Rowshan ara begum
Marital Status	: Married
Religion	: Islam
Driving License	: Yes
Address	: Vill: North Haliashahar, P.O.: Housing Estate, P.S. Haliashahar, Dist: Chittagong.

Reason to join new company: For Better Opportunity.

Mohammed ARAJ

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Expected Salary: Negotiable.