SHAMME AKTER Picture

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**My Professional Aim:**  
A strategic position in an employment services with scope of utilizing my skills and intellectuals which will contribute in company growth and it’s having considerable career advancement opportunities.

**Long-term:** Be top brass in private sector in the long run.

**Career Summary:** I am a hard worker and quick learner by nature. I am analytical minded as well, team player, organized, Multi lingual where I have expertise on English, Arabic(Reading), Bengali, highly professional with more than Seven (7+) years of experience in local companies in Bangladesh. I have already served in different organizations, namely Govt. Development Project, Abul Khair Group (A large group of company in Bangladesh) Ashiyan Group. Now I am working as Manager, Corporate HRD at Ejab Group, where I am responsible for General HR, Compliance, Administration and Security & risk management related activities.

**Specialties:-** Recruitment & Selection, Compensation and Benefits, Training & Development  
- Performance Appraisal & Team building.  
- Compliance (Bangladesh Labor Law)  
- Security Risk Management  
- Full function Fixed Asset Management  
- Business and Marketing Strategy development and implementation.

I am well versed in the use of various applications within a windows environment. This includes, but is not limited to:  
- HRMS, HRIS Solution (ERP-SAP-Software).

**Employment History:**

**Total year of experience: 7 Year’s (Running)**

1. **Manager-HR (05 July-2014 to 30 June-2016)**

**Ejab Group (Corporate Office)**

Ejab Flora Unity Tower

42 Mohakhali C/A, Dhaka-1212

Department: HRD

**Prime responsibilities as a Manager Human Resource:**  
♣ HR Planning: Human Resource Planning for assuring right manpower through job analysis & rearrangement of job responsibilities.  
♣ Employment: - Selection, interviewing, Testing, Recruitment & Placement.  
♣ Human Resource Development:- Motivation, Training & Development

♣ Employee benefits: Salary, Wages, Grade wise pay scale, COLA-increment, Sales incentives, allowances etc.  
♣ Job Change: Transfer, Promotion, & demotion  
♣ HR clinics: Handling Employee grievance for- employees’ compliance.  
♣ KPI: KPI based Employees Performance Evaluation.  
♣ Industrial Relation: Relation between Employee and Management.  
♣ Employee Services: Employee Wale fare.  
♣ Occupational Health & Safety.  
♣ Business Score Card: Periodical reporting on HR status  
♣ Regular Employee counseling.  
♣ Developing Personnel Policy- HR Handbook  
♣ Developing HRIS (Human Resources Information System)  
  
**Responsibility as a Training Manager:**♣ Designing training program  
♣ TNA: Needs for training assessment.  
♣ Inductions for new recruits  
♣ Class room training   
♣ On the job training   
♣ Coordinating training and internal and external faculties   
♣ Developing training material   
♣ Contributing in training 

**Responsibility in General Administration:**  
1. Disciplinary Action  
2. Attendance, Leave & Holiday Management.  
3. Time Management & Productivity enhancement.  
4. Security Management

1. **Assistant Manager (28 Dec-2012 to 30 June-2014)**

**Ashiyan Group (Corporate Office)**

40/2. Unicorn Plaza, Gulshan Avenue,

Gulshan-2, Dhaka-1212

Department : Admin & HR

**Major Duties/Responsibilities:**

• Maintain employee attendance & leave management system,

• Maintain all personal file of employees with proper documents

• Maintain HRIS Database Management.

• Carry out manpower planning to forecast future demand and supply.

• Manpower planning, recruitment, selection, placement, orientation, performance

Management, career planning, succession planning, formulation of policies and strategies.

• Prepare yearly Training Needs Assessment (TNA) reports.

• Handle different types of Disciplinary Procedure and Employee Grievances.

• To handle different types of Administrative work

• Monitor daily attendance and ensure proper maintenance / update leave record

• Maintained professional relationship with all colleagues.

1. **Senior Officer (25,Sep.-2011 to 30,Nov.-2012)**

Abul Khair Tobacco Company Limited (A Unit of Abul Khair Group)

Company Location: Fathapur, Laksham, Comilla.

Head Office: D.T. Road, Pahartoli, Chittagong.

Department : HR & Admin.

**Major Duties/Responsibilities:**

• Maintain all personal files and carry out monthly cross Check.  
 • Float confirmation paper (intermediate appraisal report) to employee’s superior officer, one month prior to the   
 • Carry out manpower planning to forecast future demand and supply.

• Maintain HRIS Database Management & Payroll Software & Maintain ERP software.

• Confirmation report.  
 • Maintain close liaison with accounts branch regarding salary, compensation and wages of employees.  
 • Prepare and update leave state, yearly increment, salary adjustment and individual salary statement.  
 • Coordinate and conduct all training activities and maintain contact with all external training institutions and

agencies in relation to all employees.  
 • Deal with labor office and labor law related affairs.  
 • Coordination with the administration, accounts and production departments in relation to HR activities.  
 • Formulate and maintain HR related policy, Exit policy, Company secrecy policy and Quality policy.  
 • Maintain register separately for leave, new employees, insurance, maternity, inter-transfer, show cause,

warning and discharge.  
 • Any special assignment provided by the management  
 • Prepare yearly Training Needs Assessment (TNA) reports.  
 • Manpower planning, recruitment, selection, placement, orientation, performance management, career

planning, succession planning, formulation of policies and strategies.  
 •Job satisfaction survey, employee turnover study, employee relations etc.  
 • Preparing appointment/ confirmation/ transfer/ posting/ show-cause/ inquiry/ termination/ dismiss letter/notice.

4**.** **Officer (10,July.-2010 to 24,Sep-2011)**

Abul Khair Ceramic Industries Limited (A Unit of Abul Khair Group)

Company Location: Baligaon, Kaligonj, Gazipur.

Head Office: 13, Dilkusha C/A, Dhaka-1000

Department : HR & Admin

**Major Duties/Responsibilities:**

• Maintain employee attendance & leave management system,

• Maintaining the personal file of employees with proper documents

• Maintain HRIS Database Management & Payroll Software.

• Preparing monthly attendance sheet all officers & staff.

• Preparing official all correspondence letter, circular, memos, note etc.

• Develop leave, recruitment and other HR policies.

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| --- |
| **5. Office Secretary ( Feb-01, 2009 – June-30, 2010)** |
| **Ministry of Power Energy and Mineral Resource**  Company Location : 1, Abdul Gani Road, Dhaka-1000  Department: HRD ***Duties/Responsibilities:***  To maintain all HR & Admin related job like as, recruitment and selection process, maintain all official and personal file, arrange meeting, training and assist all official works to project director. |

**My Strengths:**

• Excellent Communication skills.

• Good Motivational skill and quick decision maker

• Good interpersonal skill and ability to strong networking

• Proven ability to work effectively under pressure and produce anticipated results.

• Ability to handle confidential matters and provide impartial apolitical advice

**MEMBERSHIP**:

**Associate** **Member of BSHRM (Bangladesh Society for Human Resources Management) Member ID-2530**

**Bangladesh Institute of management HR professional Group.**

**Computer Proficiency:** MS Office specially MS Word, MS Excel, MS Power Point, Internet explorer and also have

Efficient typing skill in Bengali & English.

**Professional Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certification** | **Institution** | **Location** | **Description** |
| Post Graduation Diploma in Human Resources Management | Bangladesh Institute of Management BIM | 4, Sobahanbag, Dhaka. | PGDHRM session 2012 and achieve CGPA-3.17 out of 4 |

**Academic Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Passing Year** | **Duration** | **Achievement** |
| EMBA | HRM | Southeast University | Running | Session: 2014-15 | 1 Year | Running |
| PGD | HRM | Bangladesh Institute of Management (BIM) | CGPA- B (3.17) | 2012 | 1 Year | 3.17 out of 4 |
| M.Sc | Fisheries | Govt. Eden College, Dhaka. (N.U.) | Second Class Marks: 50% | 2003 (Held on 2005-2006) | 1 Year | 2nd Class |
| B.Sc Hons | Zoology | Govt. Titumir College, Dhaka. (N.U.) | Second Class Marks: 55% | 2002 (Held on 2004) | 3 Years | 2nd Class |
| H.S.C. | Science | Govt. Adamjeenagar M.W. College, Narayangonj. | Second Division Marks: 58% | 1998 | 2 Years | 2nd Division |
| S.S.C. | Science | Basantapur Cooperative High School, Rajbari. | First Division Marks: 65% | 1996 | 2 Years | First Division |

**Training Summary:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Title** | **Training Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| How to Practice Compliance | How to Practice Compliance in Organization-Especially in RMG | BSHRM | Bangladesh | Eastern University, Dhaka | 2015 | 1 Day |
| Emotional Intelligence | Emotional Intelligence at the workplace | BSHRM | Bangladesh | FutureAd Bangladesh, Dhaka | 2015 | 1 Day |
| Fundamentals of ISO 9001 to 2008 | Quality Management System (QMS) | BSHRM | Bangladesh | United International University, Dhaka | 2015 | 1 Day |
| Talent Management | Talent Management | BSHRM | Bangladesh | Daffodil University, Dhaka | 2015 | 1 Day |
| Succession  Planning | Succession Planning  transforming HR to HC | BSHRM | Bangladesh | ULAB University, Dhaka | 2015 | 1 Day |
| Leadership Development | Leadership Development for HR Professionals | BSHRM | Bangladesh | Eastern University, Dhaka | 2015 | 1 Day |
| Employee Motivating | Motivating Employees to Increase Productivity | Bangladesh Institute of Management (BIM) | Bangladesh | 4, Sobahanbag, Dhaka. | 2014 | 1 Day |
| Performance Appraisal | Employee Performance Appraisal | Bdjobs Training | Bangladesh | Kawran Bazar, Dhaka | 2013 | 1 Day |
| Certificate Course | Foundation Course on HR | Bdjobs Training | Bangladesh | Kawran Bazar, Dhaka | 2013 | 10 Days |
| Increasing Productivity | Increasing Employee Productivity | Abul Khair Group | Bangladesh | Laksham, Comilla | 2012 | 3 days |
| Job Instruction | Job Instruction | Abul Khair Group | Bangladesh | Laksham, Comilla | 2012 | 2 days |
| Human Resources Management | Human Resources Management Basic Issue | Bangladesh Institute of Management BIM | Bangladesh | 4, Sobahanbag, Dhaka. | 2011 | 12 days |
| Training on Software Development | Management Development Program | Abul Khair Group | Bangladesh | Kaligonj, Gazipur. | 2011 | 3 days |
| Training on 5S, HR Policy & Strategy. | Management Development Program | Abul Khair Group | Bangladesh | Kaligonj, Gazipur. | 2011 | 30 days |
| Training on Time Management & KPI | Management Development Program | Abul Khair Group | Bangladesh | Kaligonj, Gazipur. | 2010 | 4 days |
| Skill Development of Office Management | Skill Development of Office Management | With Assistant of World Bank | Bangladesh | Power Cell, Ministry of Power, Energy and Mineral Resources. | 2009 | 36 Days |

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| --- | --- |
| **Field of Specification** | **Description** |
| * HR/Organizational Development * Administration * Training and Development | Maintain all HR activities, like as HR operations, HR Compliance (Employees Welfare & Relations), Training and Development (TNA). |

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Bengali | High | High | High |
| English | High | High | High |
| Arabic | High | Medium | Law |

**Career and Application Information :**

Looking For : Mid Level Job

Available For : Full Time

Present Salary :

Expected Salary :

Preferred Job Category : HR/Org. Development, General Management/Admin.

Preferred District : Most preferable Dhaka.

Preferred Organization Types: Group of Companies, Multinational Companies, Media/Public Relations

Companies, Investment/Merchant Banking, Telecommunications,

Manufacturing (FMCG), Consulting Firms.

**Personal Details :**

Father’s Name : Md. Momin Khan

Mother’s Name : Mrs. Momena Khan.

Date of Birth : 20-04-1980

Gender : Female

Marital Status : Married.

Nationality : Bangladeshi by birth.

Religion : Islam (Sunni)

Blood Group : O+ (Positive)

Hobby : Traveling, TV Watching, Reading Newspaper and Book.

National ID No : 19802694262687971

Height : 5.5 Feet.

Wright : 68 kg.

Permanent Address : Vill: Moharajpur, Post: Uddypur, P.S.+Dist: Rajbari.

Current Location : House-115/1, Wireless Gate, Mohakhali, Dhaka-1212.

**Reference (S):**

**Reference-1** **Reference-2**

Name : Md. Abdur Rauf Miah Md. Mashequr Rahman Khan

Organization : Power Cell, Power Division. Ibrahim Cardiac Hospital & Research Institution

Designation : Director General Manager (HR & Admin)

Address : 1, Abdul Gani Road, Dhaka-1000. 122, Kazi Nazrul Islam Avenue,

Phone : 9556577 Ext-19 Shahbag, Dhaka-1000

Mobile : 01552-480519 01714-006717

Email address : [directorhrd@powercell.com](mailto:directorhrd@powercell.com) [mashequrrahmankhan@yahoo.com](mailto:mashequrrahmankhan@yahoo.com)

Relation : Professional. Professional.

**Declaration:**

I confirm that the information provided above and in any attachment are correct and I understand that any

false statement or information could result in my application or appointment being terminated.

Applicant Signature



Shamme Akter