


# Resume

Abu Sadeque Mohammad Alim

	<b>Abu Sadeque Mohammad Alim</b>	
	<b>MBA &amp; BBA (DU), LLB (NU), PGDHRM (IPMA_UK), PGHRM (Bims)</b>	
	Last Designation :	Divisional Head of HR
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**Motto:** Human can be manageable if it is possible to make them feel that they are Human.

**Objectives:** To become one of the best HR leader of the globe.

**Expertise that I have acquired:** 20 years (2000-2021)

Strategic HR Management	General HR Management	Other fields of Management
# HR & Org. Policy formulation	# Recruitment to Retention	# General Administration
# Learning & Development	# ID, JS, Job analysis & evaluation	# RMG Compliance
# OD, OB & process management	# KPI based Performance Appraisal	# Advance Documentation
# HR budgeting, HR Auditing	# Com & Ben, awarding & warning	# Estate Management
# Manpower planning, Resourcing	# Industrial & employee relations	# Legal matters & grievance handling
# HR Transformation & Change mgt	# Succession planning,	# Vendor Management
# CSR & sustainable strategies	# Attendance & leave management	# Negotiation

## At a glance summary of Professional & Academic career:

Professional Career		Academic career	
Designation	Company	Degree	Result
Presently I am in between Jobs		MBA from DU	Strategic Management (2 <sup>nd</sup> Position)
Div. Head of HR	Palmal Group	BBA from DU	Management (3 <sup>rd</sup> position)
Head of HR	DIRD Group	LLB from NUB	Law –Graduated
Manager-HR	Knit Asia Ltd	PDGHRM- IPMA	HRM (Merit)
Team Leader	Ericsson A B	PDHRM--BIMs	HRM (Merit)
Coordinator	GP	HSC-Dhaka Board	Commerce (1 <sup>st</sup> Division)
Office Manager	MS DS Trading	SSC-Dhaka Board	Science (1 <sup>st</sup> Division) With * marks1

## The value that I can add:

- ❖ I can set up the standard JD & JS for the every individual of any company.
- ❖ Can conduct the appropriate job analysis
- ❖ Can create a strong HR team & team spirit.
- ❖ Can identify the unused human capital and make them either in use or reduce from org.
- ❖ I can reduce the redundancy of hiring by appropriate job distribution hierarchy.
- ❖ Multi skilling is my best weapon to reduce cost of human capital and reduce hiring new one.
- ❖ Development of policies and procedures are my best method of controlling the working environment.
- ❖ I can reform and establish a best organogram in any organization.
- ❖ Value adding by creating learning & training culture is my very common step to contribute in organizational goal.
- ❖ I can set up KPI based performance appraisal.
- ❖ Continuous research on OD, OB, CSR, IR, ER, identifying new tools for motivation is my very common steps towards contributing organization success.

## My Achievements:

- **DIRD:** Initiating several new policies. Established learning & development wings and conducted near about 50 training there. Implemented KPI based PA system successfully. Reformed the cultural diversity and ensured the work life balance there. Reduced man power turnover from 48% to 18%.  
  
Awarded three promotions and triple up of salary enhancement there within the service tenure.
- **Knit Asia:** Completed the job Analysis there. Established the JD & JS for all the individual there. Established a strong system for HR documentation.  
  
Awarded as the best new comer for the year of 2011.
- **Ericsson AB:** Awarded as the best document controller SDMM level 6 for the company
- **GP:** Awarded as the best negotiator & performer for the year of 2005.

## Online Training (Soft Skill )

- ❖ Documentation -a real scientific arrangement
- ❖ Leadership, Stress management
- ❖ Emotional intelligence, time management
- ❖ KPI setting
- ❖ MBO –a revelatory method of control
- ❖ How to become a successful team player
- ❖ Psychology and management
- ❖ TQM in management process
- ❖ Scientific management in the workplace
- ❖ How to build employee ownership
- ❖ Individual Performance management HR.
- ❖ Communication Skill Intermediate & Advance level
- ❖ Service Delivery Model 2.1, 2.2, 2.3, 3.1, 3.2, 4.1 and 4.2
- ❖ Security and Risk Management

## Professional Membership

- ❖ Associate member (Membership No. A-1054) of "Institute of Personnel Managers (IPM)"
- ❖ Founder member (009) of Management Alliance Dhaka University.
- ❖ Member of Dhaka University HR Professional
- ❖ Member of Bangladesh HR Professional
- ❖ Member of Bangladesh Professional Association.

## Details Professional Career History

### Div. Head of HR (Palmal Group, BD)

**Report to:** Director - HR & operation  
**Tenure:** October 2019—April 2020

#### Area of Performance:

- ❖ Lead the HR teams of the organization
- ❖ Formulation & implementation of strategies & policies, Training & Development.
- ❖ Recruitment to Retention, HR operations, Performance appraisal management
- ❖ Participates in operational aspects.
- ❖ Leave and attendance management

### Group Head of HR (DIRD Group)

**Report to:** Board of Directors  
**Tenure:** March 2013—October 2019

#### Area of Performance:

- ❖ Developing true HR culture & Practice
- ❖ Formulation and implementation of different strategies & policies
- ❖ Talent Management & talent hunting
- ❖ HR budgeting, manpower budgeting & planning.
- ❖ Creating and managing learning & development environment, Lead the L & D team
- ❖ Recruitment to retention, IR, ER, Team playing maintain, HR business partnering.
- ❖ Comp & Ben and payroll management
- ❖ KPI based performance appraisal management
- ❖ Research and development of motivational tools
- ❖ Lead the CSR programs and social involvement
- ❖ Compliance and ethics management
- ❖ Development of JD, JS, Job analysis

### HR Manager-Corporate (Knit Asia)

**Report to:** HR Director  
**Tenure:** April 2010—March 2013

#### Area of Performance:

- ❖ Coordinate the entire group HR tams from corporate HUB.
- ❖ Recruitment, Selection, Employee Retention.
- ❖ JD, JS, management, payroll management
- ❖ Personal file and document management
- ❖ Leave , attendance management
- ❖ Yearly performance appraisal, compensation & benefits management
- ❖ IR. ER Management
- ❖ Manpower planning and workforce pool management

### Team Leader (Ericsson AB)

**Report to:** Project Director  
**Tenure:** June 2006—April 2010

#### Area of Performance:

- ❖ Lead different team of different functions.
- ❖ Play the role of lead HR business partner.
- ❖ Play the key role in roll out project
- ❖ Monitor the project teams to accomplish the project target within deadlines.
- ❖ Recruitment to Retention.
- ❖ Participates in operational aspects.
- ❖ Leave and attendance management

### Coordinator (Grameen Phone/Telenor BD)

**Report to:** Manager  
**Tenure:** February 2002—June 2006

#### Area of Performance:

- ❖ Act As the HR business partner for technical division
- ❖ Recruitment, selection, Employee relations.
- ❖ Negotiation, clients dealing, Transport management, administrative issue dealing
- ❖ Asset management
- ❖ Documentation

### Office Manager (MS DS Trading)

**Report to:** Business Proprietor  
**Tenure:** Jan 2000—Jan 2002

#### Area of Performance:

- ❖ Manage the Office of the business as the head of the office
- ❖ Administration and accounts keeping
- ❖ Asset management & Documentation
- ❖ Sales promotion & branding
- ❖ Clients dealing
- ❖ Personnel Management.

# Resume

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## Computer Expertise

- ❖ Office Application software MS word, excel, power point, outlook etc.
- ❖ Internet browsing and search engine
- ❖ Photoshop and others
- ❖ Project presentation
- ❖ Documentation and filing
- ❖ On line correspondence and communication
- ❖ Some hardware, related machine using

## Language Proficiency

- ❖ Bengali-Native in Reading, writing, speaking & listening
- ❖ English- Advance level in all Reading, writing, speaking & listening
- ❖ Hind- Listening & Speaking

## Academic History & Distinction

Degree	Exam	Name of Institution	Major	Year of passing	Award	Distinction
Masters	MBA	Dhaka University	Management	2004	B+ (3.47 of 4.00)	2 <sup>nd</sup> position
Graduation (1 <sup>st</sup> )	BBA	Dhaka University	Management	2003	B+ (3.47 of 4.00)	3 <sup>rd</sup> position
Graduation (2 <sup>nd</sup> )	L. L. B	National University, Bangladesh	LLB	2014	2 <sup>nd</sup> class	1 <sup>st</sup> within the law college.
College	H.S.C	Narsingdi Govt. college, Narsingdi, Dhaka, BD	Commerce	1996	1 <sup>st</sup> (673 of 1000)	1 <sup>st</sup> Within District of Narsingdi
School	S.S.C	Brahmondi K.K.M. Govt. high school, Narsingdi	Science	1994	1 <sup>st</sup> * (825 of 1000)	1 <sup>st</sup> Within District of Narsingdi
Class-8	Senior Govt. Scholarship program of class-VIII		Class -VIII	1991	Talent Pool	1 <sup>st</sup> within the whole District of Narsingdi
Class-5	Junior Govt. Scholarship program of class-V		Class -V	1988	Talent Pool	1 <sup>st</sup> within the whole District of Narsingdi

## Personal Details

- **Name:** Abu Sadeque Mohammad Alim
- **Father's Name:** Abdul Halim Bhuiyan
- **Mother's Name:** Rokeya Begum
- **Permanent Address:** 169/1, Baniyasal Chowdhury Bari, Rail Station Batt Tala, P.O./P.S./- District: - Narsingdi, Country-Bangladesh
- **Present/mailling Address:** B-02, F-9D, NHA new 16 storied Building complex, Ring Road, F Block, Mohammadpur, Dhaka-1207, Country-Bangladesh
- **Date of Birth:** 26th September 1979
- **Nationality:** Bangladeshi (By Birth)
- **City:** Dhaka-Bangladesh
- **Religion:** Islam (Sunni)
- **Gender:** Male
- **Marital Status:** Married

## Reference :

- ❖ **Beg. General Sharafat**  
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## Declaration:

"I certify that all information stated in this resume is true and complete to the best of my knowledge. I authorize the company in which I apply for a job to verify the information provided in this resume. "

(ABU SADEQUE MOHAMMAD ALIM)