



# Md. Mahfuzur Rahman

HR Manager | PGDHRM | EMBA (HRM)

## Contact Info

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## Objective

To be the Sr. Manager or AGM, HR in any renowned organization and grow rapidly with increasing responsibilities.

## Summary

Over 13 years of experienced HR & Admin professional with having expertise in Recruitment, Performance management, Payroll administration, Employee relations, HRIS management, Report writing and SAP HCM.

## Education

### EMBA (HRM)

Brac University

CGPA: 3.58 Year: 2020

### Master of Development Studies

East West University

CGPA: 3.56 Year: 2013

### BBA (Marketing)

Asian University of Bangladesh

CGPA: 3.75 Year: 2006

## Professional Experience

Manager, HR  
Brac University

(Feb 2013 – Continue)

### Core Functions

- Conduct HR Planning
- Deal with recruitment & selection processes
- Develop policies & procedures
- Align HR strategies with business strategies
- Initiate & supervise Performance Management
- Maintain employee relations & grievances
- Conduct TNA & implement Annual Training Plan (ATP)
- Manage compensation & benefits issues
- Supervise & take action against disciplinary issues
- Maintain liaison with stakeholders
- Perform General HR operations

### Achievements

- Prepared and published several Policies to develop HR Practices at Brac University
- Introduced 'Employee of the Month' reward system to boost up the performance of non-management employees
- Implemented several employee engagements issues to connect employees with the organization properly
- Reduced manpower cost by proper manpower planning & strategical succession planning
- Successfully recruited several vital posts by local & expat professionals including Directors, Deans, Head of the Department
- Formulated TA Recruitment policy
- Recognized as an Employee of The Year

Manager, Administration  
Gateway International School

(Mar 2007 – Dec 2012)

### Achievements

- Recognized as an outstanding performer and awarded with monthly performance bonus
- Successfully prepared Job Description (JD) for Non-Management Employees
- Developed branch management guidelines for making the operation smoother
- Developed and implemented a comprehensive marketing plan

## Professional Qualification

### PGDHRM

Bangladesh Institute of Management

Year: 2016

## Skills

- Communication
- Time Management
- Team Leader
- Persuasion
- Negotiation
- Organizing
- Adaptability

## Expertise

- Recruitment
- Performance management
- Payroll administration
- Employee relations
- HRIS management
- Report writing
- SAP HCM
- Counseling

## Personal Info

- Birth: 15<sup>th</sup> March 1982
- Nationality: Bangladeshi
- NID: 6414754039866

## Special Qualification

- Extra-ordinary leading ability
- Innovative and ability to motivate people
- Ability to work efficiently under pressure
- Dedicated to improving business results
- Self-confident with having a positive attitude

## Training & Workshop

- **HR Audit**  
By Bdjobs Training  
Duration: 2 Days Year: 2015
- **Corporate Professional Development Training**  
By Brac Institute of Language  
Duration: 3 Months Year: 2015
- **Organization Behavior in The Workplace**  
By Brac University  
Duration: 1 Day Year: 2013
- **Customer Service**  
By Market Express Training Academy  
Duration: 1 Day Year: 2008

## Computer

- **MS Office** – Good
- **MS Excel** – Excellent
- **MS PowerPoint** – Good

## Language

- **Bengali** – Native & Full Proficiency
- **English** – Second Language & Good Working Knowledge  
\*IELTS – 6.5