



MD. LUTFUL KABIR

Specialized in Compensation & Benefit, HR Operations, HRIS and HR Analytics

HR Professional with more than 13 years of experience in Telco, Oil & Gas and in Manufacturing Industry. Experienced in supervising all functions of HR department with ample experience in IT, Accounts, Procurement, Inventory Management and Repair & Preventive Maintenance of heavy and light vehicles.

Contact Info:

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Mirpur-02, Dhaka-1216

Career Objective:

To pursue and retain such career where it is possible to prove the working excellence by contributing the knowledge and experience with honesty, punctuality and sincerity.

Career Summary:

Manager, HR - "Fiber@Home Ltd." (Bangladesh, Largest NTTN Company of the Country") – At Present.

Deputy Manager, HR - "Fiber@Home Ltd." (Promoted to Manager) – 2 Years

Assistant Manager, HR - "Fiber@Home Ltd." (Promoted to Deputy Manager) – 1 Year

HR Specialist - "Mizat Al-Khaleej Holding Co." (KSA) – 8 Years

Administrator - "Faysal M Qahtani Sons Co." (KSA) – 2 Years

Sales Promotion Officer - "Trust Bank Limited" (Bangladesh) – 1/2 Year

Professional Expertise

HR Functional

- Compensation & Benefit
- Performance Appraisal
- HR Operations
- Recruitment
- Organization Development
- Training & Development
- HR Analytics

ERP Solutions

JD Edwards (Oracle)

- Human Capital Mgt.
- Asset Master

Resort ERP

- HR Module

F@H HRIS

- HR Module

Software & Application

- MS Excel (Advance Level)
- Power BI (Intermediate)
- Adobe Acrobat Professional
- ACDSee Professional

Professional Experience

Manager, HR | Fiber@Home Limited | February, 2022 – Continuing

Address: House: 7/B, Road: 13, Gulshan: 1, Dhaka-1212

Duties/Responsibilities

1. Compensation & Benefit: Supervise payroll, Festival Bonus, final settlement, WPPF, Incentive Calculation, Annual Leave Encashment, Eid Holiday Bill and oversee other activities such as, PF, Life Insurance, Employee Banking, Corporate Mobile & SMS Bill Management and all other C&B services.

2. Organization Development: Actively engaged in developing new policies and revising existing policies depending on the concurrent business practices, observations and requirement from management.

3. Annual Performance Appraisal: Responsible for all necessary data collection, consolidation of increment and performance feedback from all head of departments, prepare calculation & final recommendation template for management. After approval prepare increment/promotion letters and update employee database.

4. HRIS Development:

4.1 Analyze and define requirements of the new modules in HRIS to Software Team (i.e., KPI, Work Activity/Task Management, Management Action Point (Meeting Minute) Management etc.)

4.2 Find developmental scope and collect user responses for existing modules, reporting formats and ensure its application after UAT.

4.3 Ensure Employee Data Integrity in HR Database: Periodically verify data accuracy if HR database is updated according to change logs, office communications, departmental changes and management approvals.

Professional Expertise

Procurement & Store Mgt.

- Requisition Process
- Purchase Order (PO)
- Work Order (WO)
- Inventory Management
- Store Management

Vehicle & Equipment (Light & Heavy)

- Supervise Repair
- Preventative Maintenance

Education Background:

Bachelor of Business Administration (BBA)

Human Resources
Management (HRM)

Daffodil International
University (Dhaka)

Year # 2007, CGPA # 3.49 out
of 4.00

Professional Certification:

Advance Certificate for Management Professionals (ACMP 4.0)

IBA, Dhaka University

June 16, 2020 to October 7,
2020 (4 Months)

Trainings Attended

HR Audit Master Class
BD Jobs, 1 Day (8 Hours)

**Bangladesh Labor Law 2006
with Labor Rules 2015 &
Amendment 2018**
BDJobs, 4 Days (16 Hours)

Professional Experience (Cont.)

5. HR Analytics & Reporting: Prepare reporting formats for all functions of HR to show present status and forecast the upcoming using MS Excel.

5.1 For Recruitment Team: Headcount Analysis (preset, vacant, under process, budgeted & non-budgeted including recruitment target vs achievement), Interview panel member selection (functional, cross functional & non-functional according to level of recruitment), employee turnover (department, function & level wise) and other ad-hoc reports.

5.2 For HR Operations Team: Daily/weekly/monthly level wise and individual attendance trend analysis, short working hour report, Annual/Earn leave carry forward report, AGM & Above Leave request and approval request report

5.3 For Training & Development Team: Competency Gap Analysis report for Training Need Assessment (TNA). Yearly and periodical training calendar and budget. Quarterly/annually training target vs completion report with pre and post training assessment.

5.4 For Performance Evaluation Team: Track and report performance trend of all employees form the collected data of MPE (Monthly Performance Evaluation) by selecting different period range and achievement grade.

5.5 Adhoc Reports: Prepare different analytical reports on adhoc basis as per management's or head of the department's requirement.

Deputy Manager (2.8 Yrs) | Fiber@Home Ltd. | Sep, 2019 – Dec, 2021

Duties/Responsibilities:

Core Responsibilities:

a) Responsible to Lead Compensation & Benefit (C&B) where the activities include ● **Payroll Management** ● **Employee Final Settlement** ● **Festival Bonus** ● **WPPF** (Workers Profit Participation Fund) ● **Annual Leave Encashment** ● **PF** (Provident Fund) ● **Employee Banking** ● **Corporate SIM & SMS (AdReach) Management** ● **Employee Life & Medical Insurance** ● Any C&B Related Employee Services (i.e., Confirmation & Contract Extension, Salary Certificate, Payslip etc.)

b) Responsible to ● Improve **HRMS** (bring dynamism in existing modules and add/implement new Module/Sub-Modules) ● Provide full analytical support in (i) **Annual Performance Appraisal** (ii) **Training Need Assessment** (iii) **KPI** (iv) **Salary Benchmarking** and in any HR Reporting.

Ad-hoc Responsibility:

● Prepare various **report for MCM** (Management Committee Meeting) ● **Policy amendment & development** ● **Provide Training on MS Excel** ● Participate in Disciplinary Investigation ● Provide Employee info or report to others departments when requested.

Management Skills:

- » Critical Thinking
- » Strategic Planning
- » Team Management
- » Leadership
- » Problem Solving
- » Team Player

Language Proficiency:

Language	Speak	Write	Read
English	High	High	High
Hindi/ Urdu	High	—	—
Arabic	Low	—	Med
Bangla	Native		

Outdoor Interest:

- » Fishing
- » Playing Cricket
- » Playing Badminton
- » Swimming
- » Travelling

Personal Detail:

- » Date of Birth # 08/08/1985
- » Gender # Male
- » Status # Married
- » Dependent # 03
- » Religion # Islam
- » Passport # Yes (Valid)
- » Driving License # Yes (BD & Saudi)
- » Residence # Mirpur - 02, Dhaka

Professional Experience (Cont.)

Asst. Manager (1 Year) | Fiber@Home Ltd. | Jul, 2018 – Aug, 2019

Duties/Responsibilities:

Responsible to Lead HR Operations: • Attendance & Leave Management • HR Database • HR Services • C&B Support • Business & ID Card Request

Disciplinary & Grievance Management: • Conduct or Facilitate Investigation • Report preparation

HR Specialist | Mizat Al-Khaleej Holding Co. (KSA) | Jan 2010 - Mar, 2018

(Group of Company - Eight Business Units – Total Emp. 2700+)

Address: Dammam 2nd Industrial Area, Kingdom of Saudi Arabia (KSA)

Core Responsibility

• Payroll • Performance Appraisal and • Supervise all Functions of HR except Employee Relation of mainly Saudi employees & Saudization.

Other Responsibilities:

(a) Reporting on half year & yearly Provision (Salary, benefit & all employee related expenses; i.e, medical, travel expense, all permit renewal etc.)

Administrator | Faysal M. Qahtani Sons Co. (KSA) | Jul, 2008 - Dec, 2009

Address: Rakha, Alkhobar Dammam, Kingdom of Saudi Arabia (KSA)

Duties/Responsibilities

As Administrator

- (a) Handle all employee related issues (i.e; Approve Timesheet, Transfer, Vacation Scheduling etc.) of Repair & Maintenance Division's employees.
- (b) Administer Material Procurement (Requisition & Purchase Order).
- (c) Report on Vehicle & Equipment Maintenance & Repair status.
- (d) Report on material store inventory status

As Project Accountant

- (a) Handle Repair & Maintenances Petty Cash Account (b) Selling of any Junk/Scrap Item

As IT Support

- (a) Install operating system & software (b) Install or assemble new system or replace defective computer hardware (c) Notify any connectivity failure in VSAT & and help re-establishing connectivity.

Sales Promotion Officer | Trust Bank Limited | Jan, 2008 - Jul, 2008

	Reference – 1 (From Prev. Company)
Name	: Ahmad Ajmy
Organization	: Mizat Al-Khaleej Holding Co.
Designation	: HR Manager
Address	: Dammam 2nd Industrial City, KSA.
Phone (Off.)	: +966 13 8082071
Mobile	: +966 54 042 9263
e-mail	: aajmy@mizat.com.sa
Relation	: Professional

Reference - 2 (From Present Company)
Md. Mizanur Rahman
Fiber@Home Limited
Assistant General Manager
House# 7/B, Road# 13, Dhaka-1212
+880 966 677 6677
+880 184 710 2206
mizanur.rahman@fiberathome.net
Professional

Md. Lutful Kabir