

SAHED HOSSAIN MAZUMDER

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Career Objective:

I am a self-motivated HR professional with strong communication skill. I would like to obtain a leading position in HRD, where I can facilitate the organization with my educational qualification, interpersonal skills, training & workings experiences.

Career Summary:

Currently working as a "Senior Manager - HR " in Agile Minds Solutions Ltd since January 2022 to till now. Previously worked as an "Assistant Manager- HR" in ACME Consumer Products Ltd (A concern of ACME Group). As a "Manager - HR " in Eagle Service Ltd. As a "Senior Executive Officer - HR & Admin " in Energy Prima Ltd. (A concern of Hosaf Group). As a "CRE" in Getco Business Solutions LTD (A concern of GETCO Group) and As a " Customer Manager" in Wedding Dairy of Bangladesh.

Special Qualification:

I am experienced in Talent Acquisition, Compensation Management, PMS & HR Operation (HQ & Plants), HR Policy Development ,Training & Development, Organizational Development, HRIS, Leave Management, Job Circular, Overtime ,TA & DA etc.

Employment History:

Total Year of Experience : 11.2 yrs

1. Senior Manager - HR (0.5 yr)

(January, 2022 - Continuing)

Agile Minds Solutions Limited

AWR NIB TOWER, Plot - 99, Road - 11, Block - C, Banani, Dhaka - 1213, Bangladesh

Area of Expertise

HRIS/ HR Database Management (0.2 yr)

Duties/Responsibilities

Developing & implementing HR strategies & initiatives aligned with the organization's vision, mission, values & objectives. Playing a lead role in the full cycle recruitment & selection process including assessing position requirements with HoDs, posting job openings, liaising with job portals, reviewing and screening CVs, conducting interviews, oversee inductions, etc. Directing & facilitating the onboarding of new employees including the Orientation process, collection and maintenance of new employee information, entry into the HRIS system, and employee access. Developing detailed job descriptions for new positions, review existing positions & present options on organizational structure, roles, responsibilities, and staffing levels. Developing Organizational Organogram as per Management instructions & implementing HR policies & procedures. Playing a lead role for performance management systems (PMS). Preparing reports & presentations for senior management, based on data collection and analysis/HR Metrics, including recommendations & action plans. Using HRM software on human resources matters, maintain & updating employee files & records. Ensuring compliance of staff with Policies and Processes of the organization. Maintaining regular & timely communication with various departments, manpower agencies, vendors, etc. Facilitating disciplinary actions & collaborating with Management in the Investigation process. Ensuring complete HR operations through organogram, policies development & different planning`s implementation, comprehensively including Talent

Acquisition, Training & Development, HRIS, Performance Management systems, Compensation and Benefits Management, HR rules and regulations etc.

2. Assistant Manager - HR (1.2 yrs)

(October, 2020 - January, 2022)

ACME Consumer Products Limited (A concern of ACME Group)

ACME Group, Court de la ACME 1/4, Mirpur Road, Kallayanpur, Dhaka 1207, Bangladesh.

Area of Expertise

HR Operations (1.2 yrs)

Duties/Responsibilities

Developing & implementing an annual agenda for HR strategy in line with the business plan as well as ensuring HR plans support the needs of the business goals. Developing & implementing Organizational Development (OD) strategies in alignment with organizational goals. Managing General HR practices such as recruitment, staffing, succession planning, industrial relationship, welfare, work environment safety and compliance, performance management system, leave management, staff orientation, development & training, compensation & benefits administration etc. Issuing different notices such as Holiday, Office, Tender, different official letters such as Show cause, warning letters etc. Developing different official forms, policies & implementing them along with rules. Carry out the half yearly/ annual performance appraisal process. Monitoring departmental manpower allocation & ensure employee productivity by conducting job analysis/ job evaluation. Design & expand training & development programs based on both organization and individual needs. Prepare Training & Development Plan that can address the needs & expectations of both Employees & Employer. To conduct effective Training, Induction & Orientation to the Employees as and when required. Maintaining a succession plan for all departments. Thorough knowledge & direct working experience of legal and regulatory affairs. Conducting employee engagement program to establish a strong culture in the organization. Managing employee relations, conflict resolution, employee welfare services and counseling. Ensuring proper maintenance of all personnel and HR related documents. Managing & coordinating organizational grievance system and disciplinary proceedings. Resolve employee's grievance, stress in a proactive manner. Human resource planning. Ensure employees health-hygiene, safety and welfare. Additional responsibilities assigned by top level management etc.

3. Manager - HR (0.8 yr)

(November, 2019 - September, 2020)

Eagle Service (A sister concern of Convoy Group)

ABC Skyrise Tower, Plot 26 (Level 2), Shahjalal Ave, Sector 4, Uttara, Dhaka.

Area of Expertise

HR Operations (0.8 yr)

Duties/Responsibilities

Planned and handled total HR Operations to align with overall Organizational vision, mission and objectives. Reviewed, improved, updated and developed HR policies & guidelines, recruitment process & ensured that they were complied by all supervisors & employees. Prepared Annual Payroll Calendar & conducted Training Session to motivate employees & improve their performance. Planned & operated successful `Employee Engagement Survey` to identify & solve Organizational problems. Administrated & developed Human Resources Information System (HRIS). Negotiated & managed the Organization`s Administrative issues, Regulatory Affairs & Utility related matters with relevant Government and Non-Government offices, Local Administration and other related Organizations. Formulated various policies & procedures related to Administration & Security of the company. Other activities as per Business / Management Requirement etc.

4. Senior Executive Officer - HRD (4.2 yrs)

(August, 2015 - October, 2019)

Energyprima Limited. (A sister concern of HOSAF Group)

High Tower , 9 Mohakhali C/A , Dhaka-1212

Area of Expertise

HR Operations (4.2 yrs)

Duties/Responsibilities

Assisted the Head of Department in overall development of service rules, personnel planning, recruitment & selection, training & development, policies & procedures, Updated and implemented of effective performance appraisal system Developed & updated employee database by using Human Resource Information System Software (HRIS) Prepared monthly payroll statement for all power plants along with Head office Assisted in developing Job description/Job specification for different positions as per the requirements of the management Updated and generated relevant reports on appointment, promotion, transfer, termination, leave management, attendance and related information etc.

5. Customer Manager (3.4 yrs)

(September, 2011 - February, 2015)

Wedding Diary of Bangladesh

House-40, Road-05, Block-G, Banani, Dhaka 1213, Bangladesh

Area of Expertise

Customer Relationship Management (CRM) (3.4 yrs)

Duties/Responsibilities

Received and reviewed customer complaints and inquiry; Tracked customer complaint resolution; Handled complex and escalated customer service issues; Analysed relevant data to determine customer service outputs; Provided timely, accurate and completed reports on the operating condition of the company; Co-ordinated and managed customer service projects and initiatives; Oversee, Direct and organised the work of the production division and solved cross team problems; Established system, best practices and ensure professional development; Assisted in designing and monitoring staff performance and conducted annual performance appraisals and administer salary adjustments etc.

6. Executive (0.6 yr)

(January, 2011 - August, 2011)

Getco Business Solutions Limited (A sister concern of GETCO Group)

House-688, Road-12, Adabor, Shaymoli, Dhaka-1207

Area of Expertise

Customer Relationship Management (CRM) (0.6 yr)

Duties/Responsibilities

Full time positioned for outbound telesales; Served the clients globally; Built relationship with customer for prompt support; and Teamwork .

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Human Resource Management	Institute of Business Administration (IBA), Rajshahi University	CGPA:3.83 out of 4	2014	02	-
Bachelor of Business Administration (BBA)	Finance	State University of Bangladesh	CGPA:3.83 out of 4	2011	04	Academic Scholarship
Human Resource Management Competency (HRMC)	Human Resource Management	Institute of Business Administration (IBA) , University of Dhaka (DU)	Awarded	2019	-	-
Post Graduate Diploma (PGD)	Human Resource Management	Bangladesh Institute of Management	CGPA:3.88 out of 4	2017	01	-
HSC	Business Studies	Dhaka Commerce College	CGPA:5 out of 5	2006	02	-

SSC	Business Studies	Bok s Mahmud High School	CGPA:3.81 out of 5	2004	10	-
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Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training On - "Food Microbes Sources & Processing Line-Tetra Pack & Drinking Water"	"Food Microbes Sources & Processing Line-Tetra Pack & Drinking Water"	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	Two Hours
Step up in 2021 with Ejazur Rahman		Bangladesh Society for Human Resource Management (BSHRM)	Bangladesh	Online (Zoom platform)	2021	Four Hours
Training on Storage of Goods & Hazard Control in a Organize Manner	Storage of Goods & Hazard Control in a Organize Manner	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	Two hours
Training on "Self Motivation -1" & "Cost Control"	#Self-Development & Company Development #Brand Development #Better Profitability & Productivity #Better Professionalism #GOAL Achievement #Firstly, Provide to Company (Methodology: Give & Take) #Cost Control opening method understanding #Departmental Cost Control Motive #20/20-Rule Implementation	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai Factory	2021	Two Hours
Training on "Self Motivation -2" & " 7 Wastages"	#Self-Development & Company Development #Brand Development #Better Profitability & Productivity #Better Professionalism #Firstly, Provide to Company (Methodology: Give & Take) #Departmental Cost Control Motives #Understanding □Waste □ position & Controlling#Better Profitability & Productivity	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai Factory	2021	Two hours
Training On - "Time Management & BOSS vs Leader"	# Time Saving # Stress Reducing # Effective Functionality & Job Responsibility # Task Prioritizing # Planning, Organizing, Leading & Control # Effective Behavior Approach#	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	Two Hours

	Qualitative Work, Disciplined Work, Promised Delivery # GOAL Achievement					
5 S & KAIZEN	Kaizen helps employees learn how to complete their tasks in the most effective way & then how to standardize practices. The 5 S refers to five steps - sort, set in order, shine, standardize & sustain. Safety should be the honorary sixth S.	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	Two Hours
Training On - "Pest Control "	01. What is Pest 02. History of Pest effects 03. Pest management 04. Pest Categories 05. Pest identification 06. Pest sign 07. Controls Applied for pest control 08. Consideration for Control methods 09. Pest resistant to applied control 10. Key Options	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai Factory	2021	Two Hours
Training On - " Dos & Don'ts in Food Processing, PPE / Safety at work & MSDSy"	01. Do's & Don'ts in respect of Food Safety, Storage, Separation & Packaging , Housekeeping , Lab Operation , Pest Control, Plant safety etc 02. Personal Protective Equipment's 03. Types of PPE 04. Safety at works 05. Hierarchy of Controls, 06. Benefits of PPE etc.	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	One Day
Training on " Fire Fighting- 2021"	Introduction for Fire Service Bangladesh, Objectives for the training, Classification of Fire, Fire working & controlling principal, Causes of Fire & Prevention Methods, Fire Extinguisher Classification, structure, Operating procedure & Maintenance, Plan for Fire Evacuation, Power during fire etc.	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	One Day
Training on "Fire Fighting-2".	What to do in case of fire emergency ? Fire Fighting process, Use of Fire extinguisher , Fire extinguisher Label instruction, Useable Fire extinguisher	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	Two Hours

	identification, How to use Fire extinguisher and practical training etc.					
Training On - "Improving Personal Productivity & Power tips for Self-Motivation"	1.Importance of Personal Productivity 2. Reason of Less Productivity 3. Tips & Tricks for being Productive 4. Criteria for a Highly Successful Person 5. Better Profitability, Productivity & Professionalism 6. GOAL Achievement 7. Self-Development & Company Development 8. Brand Development etc.	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2021	Two Hours
Employability skills for Generation "Z"		LeadBD	Bangladesh	Krishibid Institute of Bangladesh (KIB)	2020	One Day
Strategic HR and Psychometric Assessment	Strategic HR and Psychometric Assessment	Bangladesh Society for Human Resource Management (BSHRM)	Bangladesh	Mind Mapper Bangladesh, Banani .	2020	One Day
Training On - Halal and Occupational Health, Safety and Environment (OSHE)	"Halal and Occupational Health, Safety and Environment (OSHE)"	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2020	Two Hours
Training On - Food Safety & Good House Keeping in a organize manner	"Food Safety & Good House Keeping in a organize manner"	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2020	Two Hours
Training On - GMP & Performance Management in a organize manner	"Good Manufacturing Practices & Performance Management in a organize manner"	ACME Consumer Products Limited	Bangladesh	ACME Consumer Products Limited, Dhamrai factory	2020	Two Hours
8th BSHRM-NSU International HR Conference 2019	HR Leadership for Emerging Economy.	Bangladesh Society for Human Resource Management (BSHRM)	Bangladesh	North South University (Auditorium)	2019	One Day
Competency Mapping Training for BSHRM Members 2018	Competency Mapping	Bangladesh Society for Human Resource Management (BSHRM)	Bangladesh	United International University (Auditorium)	2018	One Day
"Public Speaking : How to Express Confidently for Career Success"		Bangladesh Society for Human Resources Management (BSHRM)	Bangladesh	University of Liberal Arts, Bangladesh (ULAB)	2018	One Day
6th BSHRM-Metlife International HR Conference 2017	Exchange to Change	Bangladesh Society for Human Resource Management (BSHRM)	Bangladesh	Bangabandhu International Conference Center (BICC)	2017	One Day

Dive to Thrive		Lead BD	Bangladesh	Dhaka	2017	One Day
Talent Management in Disruptive Business Environment		Bangladesh Society for Human Resource Management (BSHRM)	Bangladesh	United International University (Auditorium)	2017	One Day
3rd WARD-UIU HR Summit-2016.	Emerging trends in Strategic HRM.	World Academy for Research & Development & United International University	Bangladesh	UIU Auditorium, Dhanmondi, Dhaka.	2016	One Day
Workshop on Talent Management	1. Human Resources Management practices: a chronological overview of its journey 2. TALENT : What, Who, When 3. What does it encompass of? 4. Managing TALENT: Technique, Tools and Tips 5. Pros and Cons 6. Q&A	World Academy for Research & Development (WARD)	Bangladesh	Dhaka	2015	One Day
Day long Training on "Compensation & Benefit ".	1. Compensation Overview 2. Compensation influencing factors, both internal and external factors. 3. Three basic compensation decisions. 4. Designing competitive pay-structure. 5. Tax minimizing approach. 6 . Q&A	World Academy for Research & Development (WARD)	Bangladesh	Dhaka	2015	One Day
Workshop on "Leadership" .	1.Leadership Myths and how to overcome them. 2.Principles of Leadership. 3.Seven Leadership Decisions. 4.How we communicate etc.	Wedding Diary of Bangladesh & Social Business Youth Network (SBN)	Bangladesh	Dhaka	2014	One Day

Professional Qualification:

Certification	Institute	Location	From	To
Appreciation Certificate for Cost Saving contribution from ACPL 2021	ACME Consumer Products Limited (ACPL)	Dhamrai	June 1, 2021	July 1, 2021
General Membership of Bangladesh Society for Human Resource Management	Bangladesh Society for Human Resource Management (BSHRM)	Dhaka	January 1, 2021	April 28, 2021
Human Resource Management Competencies (HRMC)	Institute of Business Administration (IBA), University of Dhaka (DU)	Dhaka	March 22, 2019	May 4, 2019

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time

Preferred Job Category : IT/Telecommunication, NGO/Development, HR/Org. Development
 Preferred District : Chattogram, Cumilla, Cox's Bazar, Dhaka, Feni, Khulna, Rajshahi
 Preferred Country : Australia, Canada, Finland, Germany, Kuwait, New Zealand, Saudi Arabia, Sweden, Switzerland, United Arab Emirates
 Preferred Organization Types : Telecommunication, Manufacturing (FMCG), Software Company, Multinational Companies, Embassies/Foreign Consulate, Pharmaceutical/Medicine Companies, Jute Goods/ Jute Yarn, Power, Beverage, LPG Gas/Cylinder Gas, Fuel/Petroleum

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Human Resources Training & Development Talent Acquisition communication and interpersonal skill. Program Management HRIS/ HR Database Management Compensation/ Benefits/ Attendance/ Leave Management Leadership and Good Communication skill. Performance & Career Management HR Policy 	Experienced in Administration, HRIS , HR Development, Compliance etc. Maintaining employee relation,customer dealings and customer relation. Polite, responsible, efficient, flexible, honest, hard worker,punctual & dedicated employee for the organization.Engaged with lot of extra curriculum activities & totally extrovert.

Extra Curricular Activities:

1. Organizing member of Study Tour of Business Studies School of SUB, Year 2007, Nuhash Polli, Gazipur.
2. Organizing member of 1st Business Fete of SUB 2010.
3. Organizing member of Rag Day 2010, BBA 15th Batch (SUB).
4. Organizing member of Pohela Boishakh program on behalf of IBA, RU, 2013.
5. Organizing Member of Study tour to Sundorban from IBA, RU, 2014.
6. Organizing member of Rag day (11th batch) 2014, IBA, RU.
7. Volunteer of Its Humanity Foundation for winter camp 2014.
8. Organizing member of 25 years Reunion Silver jubilee of Dhaka Commerce College and Member of Ex-Students Alumni Association of Dhaka Commerce College.
9. As a Brand Promoter of "Robi presents 30 years celebration of WARFAZE: A legacy concert 2015."

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father's Name : Shakawat Hossain Mazumder
 Mother's Name : Yeasmin Sultana
 Date of Birth : July 16, 1987
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi

National Id No. : 3015140775409
Religion : Islam
Current Location : Dhaka
Blood Group : O+

Reference (s):

Reference: 01

Name : Safi Omar
Organization : Agile Minds Solutions Limited
Designation : Group Chief Operating Officer (COO)
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Relation : Professional

Reference: 02

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