

MOHAMMAD ASADUZZAMAN

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CAREER OBJECTIVE:

To obtain a challenging job in a dynamic organization that offers greater responsibility as well as improvement opportunity.

SPECIAL QUALIFICATION:

Experienced in Client Management Man-management and Security Management.

EMPLOYMENT HISTORY:

Total Year of Experience : 20 Year(s)

1. Senior Vice President - Manned Services (April 01, 2020 - Continuing) **G4S Secure Solutions Bangladesh (P) Ltd.**

Company Location : Baridhara, Dhaka.

Department: Security Operations

Duties/Responsibilities:

- Oversee the activities of branch operations managers and having 3000 field level staffs and ensure that operations are running as per the guideline and SOP.
- Implement efficient processes and standards to manage branch budget and allocate resources accordingly.
- Monitoring the Health and Safety Policies across the branch level with a target of ZERO harm.
- Monitor, supervise and ensure office administration and meet administrative requirement.
- Monitoring branch expenses, staffs absenteeism, employee turnover, complaint and grievances of branch employees.
- Supervise the monthly revenue collection; plan, implement the collection process to meet the collection target.

2. Vice President - Manned Services (01 April 2018 – 31 March 2020) **G4S Secure Solutions Bangladesh (P) Ltd.**

Duties/Responsibilities:

- Team Leader of a branch operations managers and having 3000 field level staffs and ensure that operations are running as per the guideline and SOP and obtain client's satisfaction.
- Accomplishes company goals by exploring new business opportunities and ensure that the branch is right on track to meet it's pre-set financial goals.
- Evaluate new employees; Prepare reports for senior management and ensure the branch complies with company policies.
- Monitoring the Health and Safety Policies across the branch level and ensure implementations.
- Monitor, supervise and ensure office administration and meet administrative requirement.
- Over all planning for field level employee's capacity development.
- Monitoring branch expenses, staffs absenteeism, employee turnover, complaint and grievances of branch employees.
- Supervise the monthly revenue collection, plan, implement the collection process to meet the collection target.

3. Asst. Vice President - Manned Services (November 01, 2002 - March 31, 2018)**G4S Secure Solutions Bangladesh (P) Ltd.**

Company Location: Baridhara, Dhaka 1212, Bangladesh.

Duties/Responsibilities:

- Develop and implement security plans and procedures to ensure the safety and security of the clients premises, staff and resources.
- Coordinate and liaison between the Office and client on billing and operation related issues and fill up the requirement of the client as and when needed.
- Perform duties as a Branch Manager having the total manpower of about 2500. This includes the man-management in total in the field of guarding services.
- Attend regular conference with the client on behalf of G4S Bangladesh regarding the security measures i.e. improvement of service, recent security state etc.
- Conduct audit/survey of the Clients Installations periodically; supervises and checks all the aspects of the premises and prepare report.
- Initiate and conduct all investigations involving incidents/accidents related to missing items, trespassing etc.
- Supervision of monthly collection of revenues and meet the target of the Branch.
- Monitor, supervise and ensure office administration and meet administrative requirement. Over all planning for Capacity development of support staff and Branch Sec Staff.
- Monitoring absenteeism, employee turnover, complaint and grievances of the branch staffs and report generation for management.

4. Data Transcription Officer (February 01, 2000 - May 31, 2002)**Rora Enterprises Ltd**

Company Location : Baridhara, Dhaka, Bangladesh.

Department: IT Section

Duties/Responsibilities:

- Download the electronic medical data from the FTP Site.
- Transcribe the voice medical data using different type of format/database.
- Checking and Editing the data with appropriate terminology and assuring that it contains 98% accuracy.
- Maintaining the teamwork by supervising other Data Entry Operator and upload to client's site.

ACADEMIC QUALIFICATION:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration	Human Resource Management	Southeast University	CGPA:3.72 out of 4	2012	1.5 Years
Bachelor Of Commerce	Commerce	National University	Second Class, Marks :54.8%	1998	02 Years.
Higher Secondary Certificate.	Science	Tejgaon College, Dhaka.	First Division, Marks :61.8%	1996	02 Years.
Secondary School Certificate	Science	Monipur High School, Mirpur, Dhaka.	First Division, Marks :82.3%	1993	10 Years

TRAINING SUMMARY:

Training Title	Topic	Institute	Country	Year	Duration
Regional Leadership Program, G4S Asia	Business Strategy, Self-awareness, Leadership, Service Excellence, Financial Health, Project Mgmt, Org Changes, Career Planning, paths.	G4S - Asia Pacific Retgion	Hong Kong, Malaysia, India	Jun 2018 to Jun 2019	01 Year
Decision Making and Assertiveness	Effective decision making.	G4S Bangladesh	Bangladesh	2009	01 Day
HR for Non HR Managers	At a glance of organizational Human Resources	G4S Bangladesh	Bangladesh	2009	01 Day
Medical Transcription.	Transcript electronic voice medical data.	RORA Technologies Ltd	Bangladesh,	2000	06 Months

SPECIALIZATION:

Fields of Specialization	Description
<ul style="list-style-type: none">• Client Management.• Administration• Security Management• Training & Development• Revenue Collection.	Experienced in Customer Service management, Security Management, risk assessment. Proven track record in independent branch management having business target and revenue collection.

PERSONAL DETAILS :

Father's Name : Mohammad Abdus Samad
Mother's Name : Ayesha Samad
Date of Birth : May 12, 1977
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 7753681894
Religion : Islam.
Permanent Address : Hs# 184, West Shewrapara, Mirpur, Dhaka 1216.

Reference (s):

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Mohammad Asaduzzaman