

Md. Ahsanul Islam

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Objective

To secure a position as a valued member of HR & Admin department that leverages my achievements, skills, energy, and talent for identifying superior output.

Career Summary

I have nine & above years of experience, with expertise in general HR & Admin activities, total recruitment process & policy, organizational development, Planning & Controlling, and overall operational activities of HR & Admin Department.

Specialization & Achievement Areas

- Managing 500+ employees (both management & Non-management/Master Roll).
- Recruiting and onboarding more than 200 new talent.
- Conducting payroll process (benefits, allowances, adjustment, and compensations).
- Participating and executing on making of different policies and growth projections of the company.
- Maintaining proper communication (inter-departmental & others) through internal & external sources of communication for controlling office environment, culture & discipline.
- Maintaining & conducting total administrative protocol by executing various policies.
- Employee and employer relationship.
- Engagement & extra-curricular activities.
- Employee wellness.
- HR Record.

Working experience

Deputy Manager, HR & Admin (December 01, 2020 - Continuing)

Cookups Technologies Limited (Concern of Chaldal Limited)

Company Location: Banani, Dhaka.

Department: HR & Admin

Duties/Responsibilities:

Talent acquisition & Management:

- Ensure the supply of workforce in the organization through organized recruitment & selection process.
- Inducting newly hired employees about the company (e.g. company policies, mission, vision, values, code of conduct etc).
- Ensure that the performance appraisal and job confirmation are being done properly and take initiative for talent management and performance improvement plans of the employees.
- Responsible for employee's PIF (personal information file) opening, updating and maintenance task and handle all kind of task related to PIF.
- Implement new policies and protocols that can ensure employee satisfaction and long term retention of the talents.

Payroll, Performance Management, Compensation & Benefit:

- To handle monthly payroll to ensure on time salary.
- Prepare & process timely distribution of salary, bonus, increment salary, allowance & others.
- Communicate with employees regarding their inquiries about salary, work problem, company rules, and other concerns.
- Handling the full and final settlement of the employees and close the file.
- Make approval for medical facilities, maternity benefit & others.
- Handling grievances of the employees.
- Conducting and manage yearly performance appraisal system that drives high performance.

Organizational Development, Training, Administration & Others:

- Implement leadership techniques, system approaches, & manage change to create a good environment within the organization.
- Review job descriptions for all positions and updated all level organogram.
- Facilitating probationary employee's requirements.
- Facilitate training needs analysis & training effectiveness evaluation.
- Implement and monitor overall HR strategies, systems, tactics and procedures across the organization. Bridge management and employee relations by addressing demands, grievances or other issues.
- Support current & future business needs through the development, engagement & motivation.
- Nurture a positive working environment & ensure legal compliance throughout human resource management.
- Process and implement rules and policies required for manpower management.
- Provide support in organizational events/programs/meeting and maintain record.
- Conducting transfer process of different department and maintain inter departmental coordination for different purpose.
- Conducting separation/discharge process as per management instruction.
- Establish good working relationships and collaborative arrangements with community groups and other organizations to help achieve the goals of the organization/company.
- Implement and coordinates change initiatives to support enhanced organizational effectiveness within the business.
- Monitoring administrative activities of office attendant and others.
- Any other job as per working supervisor, administrative supervisor or management's instruction & requirement.

Assistant Manager, HR & Admin (June 18, 2015 – November 30, 2020)

Navana Group (NWEL, NLPG, NCNG, NEL)

Company Location: 214/D (2nd Floor), Tejgoan Link Road, Dhaka-1208

Department: HR & Admin

Duties/Responsibilities:**Talent acquisition & Management:**

- Ensure the supply of workforce (management, non-management, master roll or part time) in the organization through organized recruitment & selection process.
- Inducting newly hired employees about the company (e.g. company policies, mission, vision, values, code of conduct etc).
- Ensure that the performance appraisal and job confirmation are being done properly and take initiative for talent management and performance improvement plans of the employees.
- Responsible for employee's PIF (personal information file) opening, updating and maintenance task and handle all kind of task related to PIF.

Payroll, Performance Management, Compensation & Benefit:

- To handle monthly payroll to ensure on time salary.

- Prepare & process timely distribution of salary, bonus, increment salary, allowance & others through HRIS.
- Communicate with employees regarding their inquiries about salary, work problem, company rules, and other concerns.
- Handling the full and final settlement of the employees and file closing update status on ERP and close the file.
- Make approval for medical facilities, maternity benefit & others.
- Handling grievances of the employees.
- Conducting and manage yearly performance appraisal system that drives high performance.

HRIS:

- Maintain daily and weekly basis updating of employee information, leave information, payroll information, training information and overall information and report generation in HRIS with maintenance of HRIS.
- Providing information about provident fund status in ERP and personal file, updating job location, rewards, yearly benefits, employee list etc.
- Assists to develop new format/report in HIRS.

Organizational Development, Training & Others:

- Implement leadership techniques, system approaches, & manage change to create a good environment within the organization.
- Review job descriptions for all positions and updated all level organogram.
- Facilitating probationary employee's requirements.
- Facilitate training needs analysis & training effectiveness evaluation.
- Implement and monitor overall HR strategies, systems, tactics and procedures across the organization. Bridge management and employee relations by addressing demands, grievances or other issues.
- Support current & future business needs through the development, engagement & motivation.
- Nurture a positive working environment & ensure legal compliance throughout human resource management.
- Process and implement rules and policies required for manpower management.
- Provide support in organizational events/programs/meeting and maintain record.
- Conducting transfer process of different department and maintain inter departmental coordination for different purpose.
- Conducting separation/discharge process as per management instruction.
- Establish good working relationships and collaborative arrangements with community groups and other organizations to help achieve the goals of the organization/company.
- Implement and coordinates change initiatives to support enhanced organizational effectiveness within the business.
- Any other job as per working supervisor, administrative supervisor or management's instruction & requirement.

Executive, HR & Admin (June 1, 2014 - June 17, 2015)

Maxis Systems Ltd. (Concern of i Group)

Company Location: DOHS, Mohakhali (HQ)

Department: HR & Admin

Duties/Responsibilities:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands, grievances or other issues.
- Managing the recruitment and selection process.
- Oversee and manage a performance appraisal system that drives high performance.
- Ensure legal compliance throughout human resource management.
- Recommending new policies, approaches and procedures.

- Prepares attendance reports and recommends procedures to reduce absenteeism and turnover.
- To arrange, conduct & process employees Recruitment & Selection as per set Recruitment & Selection policy & Procedure.
- To maintain all data records in relation to Recruitment & Selection, wages, OT and allowances.
- To maintain the employee's Personal file with all related papers as up-dated.
- Develop strategy to establish appropriate HR processes and practices in the organization as per management's directives to meet the needs of the growing organization, if required.
- To maintain & prepare employee 'Resign List' and 'New Recruitment List' for every running month.
- To maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- To maintain human resource records by designing a filing and retrieval system; keeping past and current records.
- Assist & coordinate performance appraisal process & ensure appropriate and effective communication.
- Assist to MD for all operational & administrative activities of the company.

Junior Executive, HR & Admin (February 1, 2013 - May 31, 2014)

Vision Services Ltd.

Company Location: Kawran Bazar, Dhaka

Department: HR & Admin

Duties/Responsibilities:

- Assist in developing strategy to establish best fit HR processes and practices in the organization
- Assist in overseeing, administering and communicating pertinent information regarding all Human Resources functions
- Ensure HR issues - plan, development, recruitment, training, maintenance
- Facilitation and co-ordination of the performance review and employee development programs
- Responsible for employee payroll and generate related reporting.
- Monitor attendance, over time etc, and prepare relevant reports daily, weekly and monthly basis.
- Maintain proper HRIS system so that every employee information can get instantly in the format as required by the management.

Academic Qualification

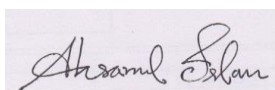
Exam Title	Concentration / Major	Institute	Result	Pass. Year	Achievement
Master of Business Administration	HRM	United International University	CGPA:3.69 out of 4	2013	UIU Scholarship
Bachelor of Business Administration	HRM	United International University	CGPA:3.55 out of 4	2011	UIU Scholarship
HSC	Science	R.K.Chowdhury College	CGPA:4.1 out of 5	2006	-
SSC	Science	A.K.High School	CGPA:4.25 out of 5	2003	-

Training Summary

Training Title	Topic	Institute	Year	Duration
Short course on Graphic Design	Graphic Design	Bhuiyan Computers Ltd. (BCL)	2013	02 Month
Training on Human Resource Information System (HRIS)	HRIS	by Prothom Alo Jobs	2010	Day-Long
Training on Branding Yourself & Your Firm	Branding Yourself	by JCI & UIU	2010	Day-Long
Training on Enterprise Resource Planning (ERP)	ERP	by SAP & UIU	2009	Day-Long
Training on Photography & Journalism	Photography & Journalism	by UIUP&JC	2009	Two days long

References

<u>Reference-1</u>	<u>Reference-2</u>	<u>Reference-3</u>
Name : Ferojul Kabir Designation : Manage-HR. Orgnization : Navana Group Address : Gulshan 02 Mobile : 01672319958 E-mail : feroz@navana.com	Name : Rakib Hossain Designation : Manager,Acc.& Fin. Orgnization : Cookups Tech. Ltd Address : Banani Mobile : 01556639243 E-mail : rakib@gmail.com	Name : Rokon Uz Zaman Designation : HRBP. Orgnization : Shurjer Hashi Address : Banani Mobile : 01717521960 E-mail : rokon@gmail.com



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