



FRONTDESK BANGLADESH LIMITED CORPORATE PROFILE

■ Our Mission

Become the Number One Human Resources Solutions provider in Bangladesh for clients and associates on our three key principles.....

- ✓ **HR Recruitment:** Match qualified professionals with quality companies to the development of the organization.
- ✓ **Temporary Staffing or Payroll Outsourcing (HR BPO):** Provide Labor Law compliant services to clients by matching right skill set with interiority and value.
- ✓ **Professional Employer Organization (PEO):** Become a dedicated HR management and benefits administration partner to our clients.



**Company Established in
November 2012**

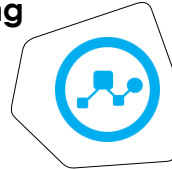


HR Recruitment



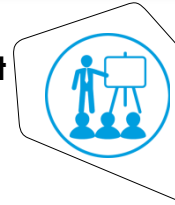
Recruitment & Selection
Organization Design
HR Policies & Procedures

HR Outsourcing



Contract Payroll Services
Employee Engagement
IR & Compliance

Training & Development



Leadership Development
Soft Skill Development
Marketing

Pre-Employment Verification



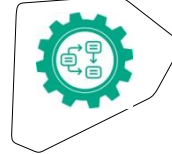
Certificates Verifications
Employment Verifications
NID Verifications
Reference Check

Sales Capability Development Center



Sales Team Assessment
Sales Team Training
Sales Automation
New Brand Launch

Factory Worker Management



Complete Outsource of
Factory Workers
Ensure retention

Project Management



Contract Services
Business Service
Management
Project Management

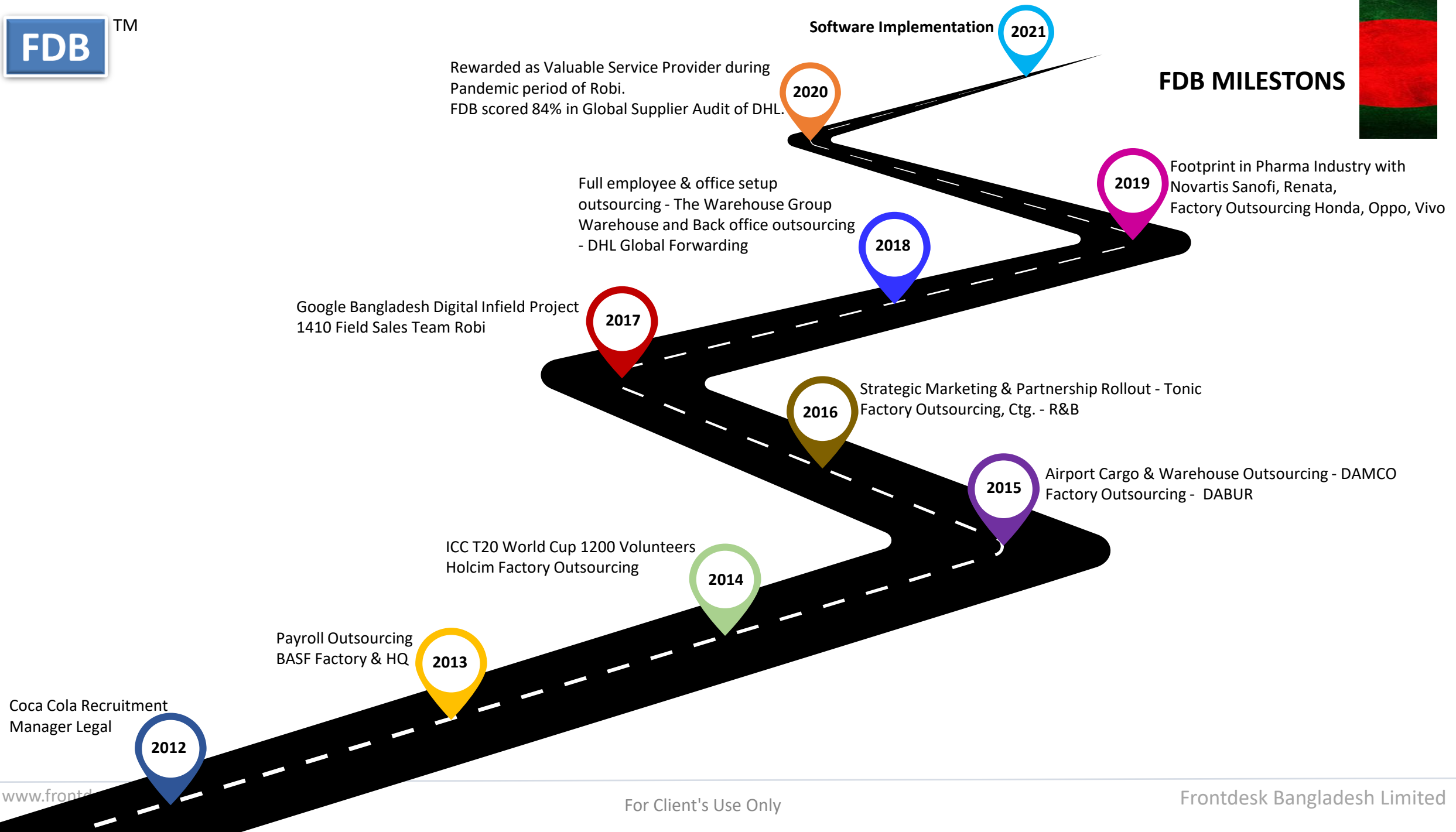
Expatriate Services



VISA Recommendation
Work Permit
TAX Processing
Bank Account Opening

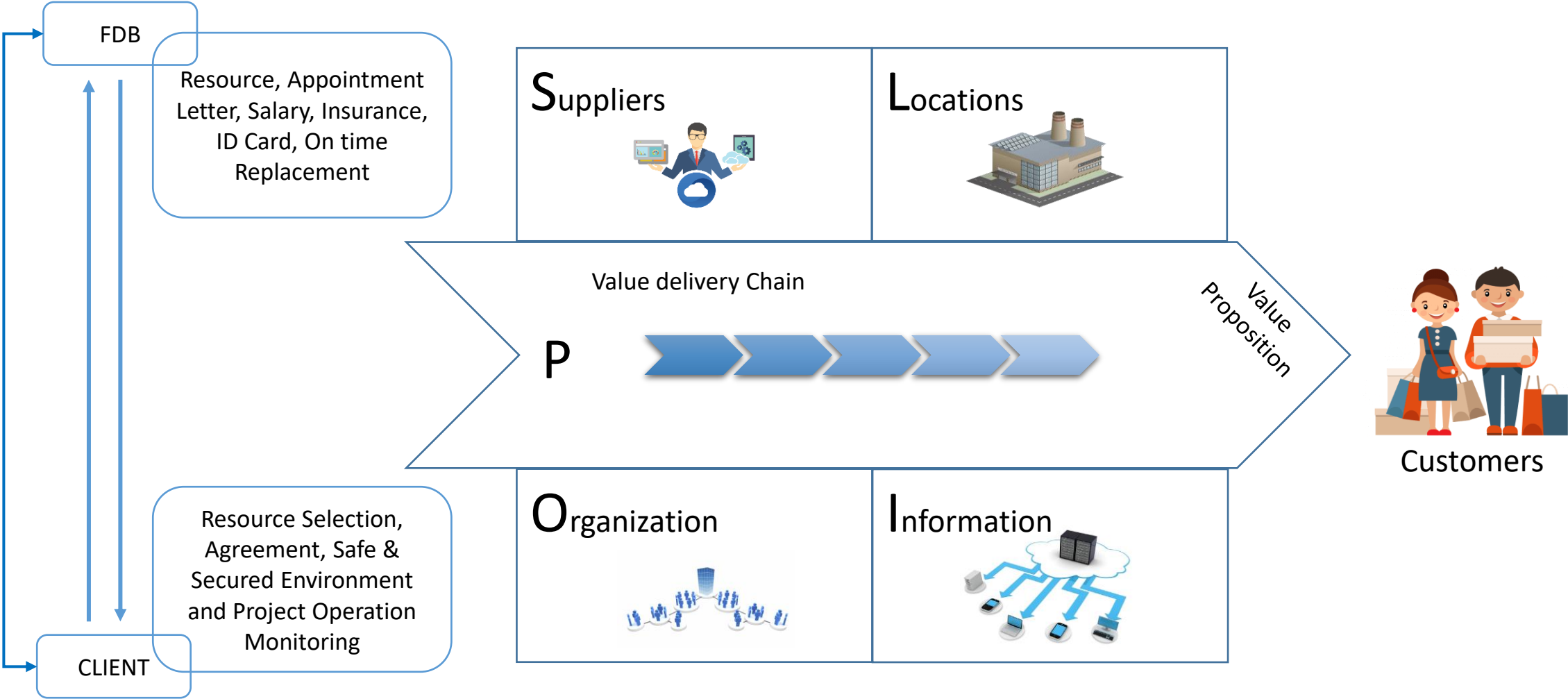


FDB MILESTONS





FDB EMPLOYEE OUTSOURCING OPERATION MODLE





AXON Corporation Pty. Ltd.
Melbourne, Australia

HCR
Amsterdam, Netherlands

Pro Jobs 4 You
Dubai, UAE

PQL Solutions Pty. Ltd.
Madras, India

HRINC Recruitment
Myanmar & Cambodia





FDB ORGANOGRAM



Chairman
Arif Iftekhar



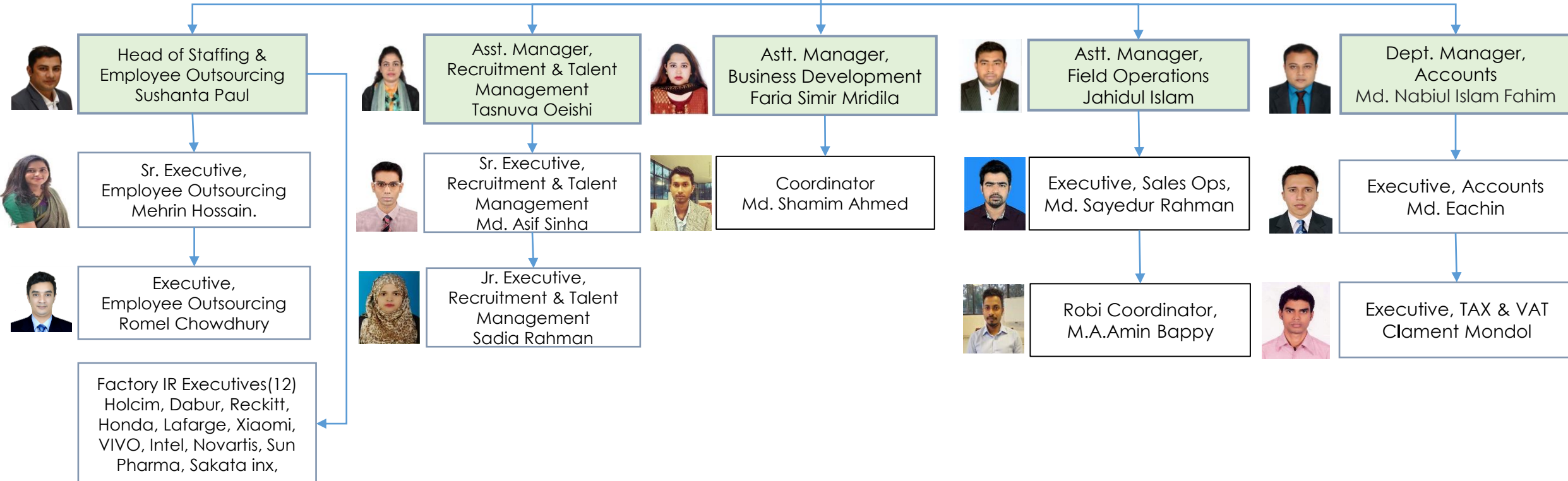
Managing Director
Md. Faruque Ahammed
Khan



Chief Executive Officer
Mohammad Atiqur
Rahman



Team Leader,
Airport MAERSK Ops
Rezaul Karim Babu
& 13 Associates with a
supervisor





Arif Iftekhhar
Chairman

A veteran Tobacco professional who has served 18 years in three top global tobacco companies – Rothmans of Pall Mall, British American Tobacco and Philip Morris International, till September 2012. His Key Skills are: Results-driven, stakeholders' focused professional with extensive experience managing & turning around operations or market, leading people & project teams, implementing & overseeing cost reduction/revenue enhancement programs, and administering multi-million dollar budgets. Keynote Speaker on Marketing, Sales Strategy & Customer Loyalty.



Faruque A. Khan
MD

Faruque A. Khan is an experienced and legendary Pharmaceuticals professional who has served 33+ years in a top-ranking multinational Pharmaceuticals company – Novartis (Bangladesh) Limited till November 2018. Vast experience (mostly worked in a Leadership position) in Sales, Marketing, Supply Chain, Distribution, Training & Development, and Commercial excellence. Specialist in Selling Skills, Advance Selling Skills & Communication skills training, Faculty of Field Coaching, basic Leadership & Situational Leadership. Proven expertise in SalesForce Excellence (SFE) & SalesForce Productivity enhancement.



Md. Atiqur Rahman
CEO

A versatile HR professional in corporate and factory HR with more than 14 years of experience in different international and local organizations, like - British American Tobacco, Nitol Motors, SQ Group, FDL. His expertise includes - Recruitment and Placement for both management and non-management including shop floor employees, Payroll Management, Employee Engagement, Organizational Development, Training and Learning, HR Policy and Procedure, Stakeholder Management, BLL, Employee Welfare, Vendor Management, Fire & Building Safety and HR Compliance.



FDB PHARMACEUTICALS TRAINING & DEVELOPMENT

Training program with Sanofi : Regional Sales Manager's Training on Business planning & Development, Venue : GRAND SULTAN, Srimongal



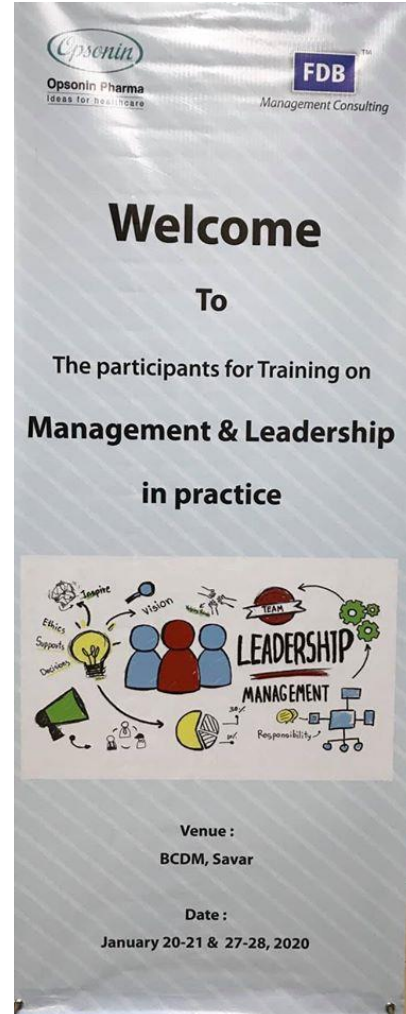
FDB PHARMACEUTICALS TRAINING & DEVELOPMENT

- Selling Skills Training with Renata PSOs (Professional Services Officers) – entry level medical & products Promotions officers.



FDB PHARMACEUTICALS TRAINING & DEVELOPMENT

Management & Leadership Training program with the Managers of Opsonin Pharma Limited.







Factory Workers Performance Award for Retention







FDB SALES CAPABILITY DEVELOPMENT CENTER

Sales Team Building





THE BIG PICTURE – Mega Sales Team Building





Modern Trade Display



Modern Trade Direct Sales Team



GT Display





FDB CORPORATE BEST PRACTICES



Award Giving



Performance Reward: International Visit



Corporate Skip Level Lunch



Special Day Celebration



Annual Dinner



Annual Outing

Partners' Appreciation Program



Route to IR

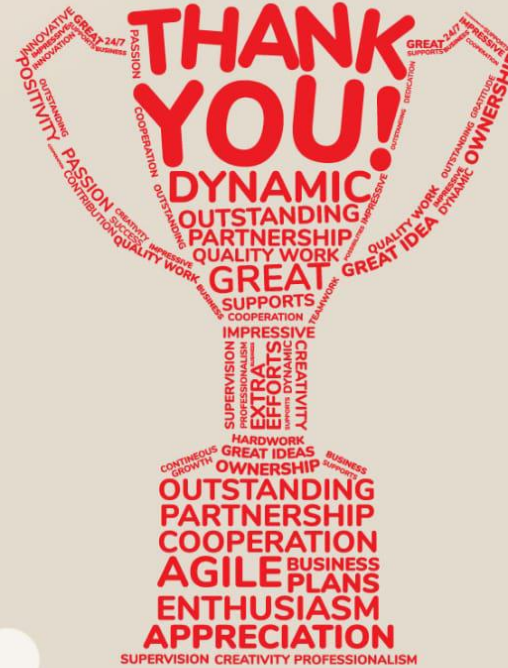


Lean Six Sigma Operational Excellence



Lean Six Sigma, Robotic Process Automation & Digitalization





FRONTDESK BANGLADESH LTD. gratitude for your outstanding support.
Your cooperation is highly appreciated.

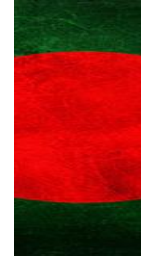
Zahed Hossain
VP, MO Buying

Ruhul Amin
Chief Strategy Officer

M. Riyaaz Rasheed
Chief Financial Officer

an **axiata** company

Life-এ নতুন গ্রন্থপেরিয়েল





ঠিকাদার সংস্থার লাইসেন্স



ফরম-৭৮

[ধারা ৩ক ও ৩২৬ এবং বিধি ৭(৭) ও ৩৫৫(১) দ্রষ্টব্য]

লাইসেন্স নং ০১২/২০১৫-২০১৬	রেজিঃ নং ০১২/২০১৫-২০১৬	তারিখ ২৩/০৬/২০১৬
শ্রেণী "সি" প্রতিষ্ঠান/শিল্পের ধরন		
ঠিকাদার সংস্থা	লাইসেন্স নবায়ন ফি (টাকা)	বাইশ হাজার পাঁচ শত টাকা (মাত্র)

বাংলাদেশ শ্রম আইন, ২০০৬ এর বিধান ও প্রদত্ত পরবর্তী পৃষ্ঠায় বর্ণিত শর্তাবলী প্রতিপালন সাপেক্ষে এতদ্বারা "ঠিকাদার সংস্থার লাইসেন্স" নবায়ন মঞ্জুর করা হইল। উহা কেবল ফ্রন্টডেস্ক বাংলাদেশ (এফ,ডি,বি) নামে পরিচিত হইবে ও

চ-৮৯/২, উত্তর বাজা, বাজা, ঢাকা- ১২১২ স্থানে অবস্থিত "ঠিকাদার সংস্থা"

এবং জনাব মোঃ আরিফ ইফতেখার মালিক/ব্যবস্থাপনা পরিচালকের জন্য প্রযোজ্য।

এই লাইসেন্স ২০২২ সনের ৩০ জুন পর্যন্ত বলবৎ থাকিবে।


 মোঃ সামিউল আলম খান
 যুগ্ম মহাপরিদর্শক (সাধারণ শাখা)


 মোঃ নাসির উদ্দিন আহমেদ
 মহাপরিদর্শক
 কলকারখানা ও প্রতিষ্ঠান পরিদর্শন অধিদপ্তর
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার



রবি অ্যাক্সিয়াটা লিমিটেড
রবি কর্পোরেট অফিস
৫৩ গলপান সার্কেল এডিনিস, গলপান - ১, ঢাকা - ১২১২, বাংলাদেশ
ফোন: +৮৮০ ১৭ ১৮১২৫০১/১০৫/১০৬; ফ্যাক্স: +৮৮০ ১৭ ১৮১২৫০২
www.robiltd.com.bd



September 16, 2021

TO WHOM IT MAY CONCERN

This is to certify that Frontdesk Bangladesh Limited, BIN No. 001843393-0101 & TIN No. 631744904560 is Robi Axiata Limited's one of the Outsourced Service Provider. We have been procuring the said Service from Frontdesk Bangladesh Limited since 2017 and they are able to meet the set standard.

This certification is given without prejudice basis and Robi Axiata Limited shall not accept any liability for the representation and certification.

M A Awal
Executive Vice President
Supply Chain Management, Finance

Dated Dhaka

an axiata company



Date: 05.09.2021

To whom it may concern

This is to certify "FRONTDESK BANGLADESH LIMITED", House # 417 (2nd Floor), Lane#07, Baridhara DOHS, Dhaka Cantonment, Dhaka 1206, Bangladesh, has been working with our company as a outsource manpower service provider since 2014. The "FRONTDESK BANGLADESH LIMITED" is enlisted with the existing vendor list of our company.

This service provider has been providing the service with full satisfaction, commitment, on time service and comply all the safety measures. We are happy with his overall performance and wish the company all the success in future.

For any further information, please do not hesitate to contact the undersigned.

Sincerely Yours,

For LafargeHolcim Bangladesh Limited

Md. Mazharul Huda Lizan
Manager Procurement
Mobile: +8801730020279
Email: mazharul.huda-lizan@lafargeholcim.com

LafargeHolcim Bangladesh Limited
A company of Corporation and

Head Office: Mirafika, Lane-7, 22/4, 6/1/10th St. Sheikh Sheikh Tejgaon Ghatia Link Road, Tejgaon, Dhaka-1002, Bangladesh, Phone: +880 2100 1942-3 Fax: +880 2100 3334, www.lafargeholcim.com.bd

FDB CREDENTIALS



September 8, 2021

To Whom It May Concern

This is to certify that, Essilor Bangladesh Private Limited has been taking professional services in areas of recruitment and outsourcing of resources from Frontdesk Bangladesh Limited since 2017.

We have found Frontdesk Bangladesh Limited to be highly professional and meticulous in providing the services as per the requirements and guidelines set by the company. So far EBPL has recruited over 50 resources at different levels from entry level to senior level positions from Frontdesk Bangladesh Limited

We look forward to a continued professional service with high quality and commitment from Frontdesk Bangladesh Limited.

Yours Faithfully,

Koushik Ahmed, FCCA
Manager-Accounts
Essilor Bangladesh Private Limited



Essilor Bangladesh Private Limited
Business Office : Skyline Mark 54, 7th Floor, Plot 84, Road 11, Block D, Rana N, Dhaka-1213, Bangladesh
Registered Address : 12/3, Road 15/8, Plot 5/4, Mirpur, Dhaka - 1216.



Sun Pharmaceutical (Bangladesh) Ltd.

14th Floor (West Side)
Police Plaza Conoord (Tower-B)
Gulshan-1, Dhaka-1212, Bangladesh
IP Telephony : +880-9606-888888
Telephone : +880-2-55045001-2
www.sunpharma.com/bangladesh



Bangladesh Honda Private Limited
Factory : Abu, Motam Corridor Zone, Chir Bazar
Gazaria, Munshiganj-1210, Bangladesh.
Office : Motam Bazar, Chir Bazar, Chir Bazar
111, Dr. Khan C. A. Road, Road No. 10/10
Dhaka-1201, Bangladesh
Phone : +880-2-5503361
Website : www.bhpl.com



We create chemistry

BASF Bangladesh Limited, Dhaka, Bangladesh

Dhaka,
5th October 2021

To Whom It May Concern

This is to certify that Sun Pharmaceutical (Bangladesh) Ltd., has been taking professional services in areas of payroll outsourcing services from Frontdesk Bangladesh Limited (FDB) since 2018.

We have found Frontdesk Bangladesh Limited (FDB) to be highly professional and meticulous in providing the services as per the requirements and guidelines set by the company.

We look forward to a continued professional service with high quality and commitment from Frontdesk Bangladesh Limited (FDB).

Thanking you.

Sincerely yours,

Nepoleon Promode Rozario
Head - Human Resources

CERTIFICATE
October 05, 2021

To Whom It May Concern:

We have worked with Frontdesk Bangladesh Limited (FDB), Bandhara DOHS, Dhaka Cantonment, Dhaka 1206, Bangladesh on a Manpower outsourcing from October 01, 2019 to till date.

During this period, we found them to be professional and efficient in their efforts to support our manpower outsourcing.

We wish Frontdesk Bangladesh Limited (FDB) every success in all future endeavors.

For Bangladesh Honda Private Limited,

(Md. Abu Hasnat)
Head of HR & Administration
abu.hasnat@bdhonda.com

To Whom It May Concern

This is to certify that Frontdesk Bangladesh has been providing Human Resource outsourcing, recruitment and training services to BASF Bangladesh Limited since 2012. We found Frontdesk Bangladesh to be capable and professional in providing their services. They have always been able to meet our expected level of service standard.

We would strongly recommend Frontdesk Bangladesh for any Management consultancy and HR services.

Md. Ishtiaque Nizamee
Manager, Human Resource
BASF Bangladesh Limited

Regd. Office: Chandana, Joydevpur, Gazipur, Bangladesh Tel.: 88-02-49261129, 49261142
Reaching People, Touching Lives.

BASF Bangladesh Limited
Crystal Palace, Level-7, House # 22 SE(D),
Road # 140, Gulshan-1, Dhaka-1212, Bangladesh
Tel: +88 02 222292011-12, Fax: +88 02 222261980
E-mail: basf.dhaka@basf.com



THANK YOU

Frontdesk Bangladesh Limited

t. +88 02 8417114

c. +880 1755 533096

House # 417 (2nd Floor), Lane # 7,

DOHS Baridhara, Dhaka Cantonment

Dhaka 1206, Bangladesh

www.frontdeskbd.com