MD.SHAIFUL ISLAM

Maintain & enhance HR's productivity in an organization, achieve organizational goals & fulfill employees' needs.

↓ +8801684158200
shohag158200@gmail.com
116/1 South Manda, Mugdha, Dhaka.

CORE COMPETENCY

L&D | OD | Recruitment | PMS

TOTAL EXPERIENCE: (6.2 Years)



Padma Group of Converters (Manufacturing)

5th January, 2021 to Continue

Position: Sr. Executive, L&D_OD_Group HR

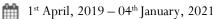
Duties & Responsibilities:

- 1. Prepare & design L&D strategy
- 2. Design learning module, budget & report
- 3. Conduct orientation program
- 4. Designed & executing future leadership program
- 5. Succession planning (using 16 Box Model)
- 6. Lead to prepare HR report (Power BI Dashboard)
- 7. KPI reporting









Position: Executive, L&D_OD_Group HR _FMCG Duties & Responsibilities:

- 1. HR Reporting (Excel Dashboard)
- 2. TNA conduct through competency assessment
- 3. Prepare training plan, Module, Budget, Measure effectiveness & prepare report
- 4. Conduct orientation for sales force
- 5. Assist to design policy & SOP
- 6. Conduct job analysis
- 7. Assist to design KPI project for FMCG division
- 8. Assist to design ABP & Implementation



1st September, 2016 – 31st March, 2019

Position: Sr. Executive, Recruitment_HR Duties & Responsibilities:

- 1. Recruitment & Selection Process
- 2. Hiring Metrics Analysis & Conduct Exit Interview
- 3. Final settlement



EDUCATIONAL DEGREE:

ED GCITTOT THE BEGREEN	
MBA-Major in HRM	CGPA
Bangladesh University	
of Professionals	3.53 / 4.00
2017	
BBA-Major in HRM	CGPA
Ahsanuallah University of	1
Science & Technology	2.73 / 4.00
1 2014	1
HSC- Business Studies	GPA
Dhaka City College	4.60 / 5.00
2009	
SSC- Business Studies	GPA
Motijheel Model High School	5.00 / 5.00
2007	

LICENSES & CERTIFICATIONS:

1. AIHR ACADEMY TO INNOVATE HR

- Certified HR Reporting Specialist
- Certified L&D Specialist

Movember, 2021 - Continue

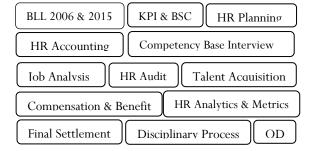
2. Institute: Malaysian Institute of HRM

Degree: Certified HR Generalist

Result: Passed

🛗 April, 2019 – December, 2019

HR TRAINING



Signature:

Md.Shaiful Islam