

MD. MAHBUB ALAM MANIK

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Career summary:

MBA, PGDHRM human resources with 12 year working experience in the managerial position.

Expertise (Recruitment, JD/KRA, Induction, Training & Development, HR budget & Daily costing, Data analysis, Exit interview, IR, Disciplinary, Grievance Committee and establishment MIS report). Reporting to Local Mgt and foreign Mgt.

Experience: Telecom, IT, RMG sectors and HR head was 2 organizations.

Achievement certificates: such as (AMCAT, WRAP COC, IAT, LMC, WPC, ISO).

Handling: (KORMEE, ERP & Tally software), **Audit handled:** WRAP, SEDEX, BSCI audit.

Skills & Expertise:

- Recruitment & Selection.
- Training & Development.
- Benefit/Compensation.
- Knowledge about HRIS Software.
- Performance Management.
- Motivation & People Management.
- Employee Relations & Event Org.
- Leave Administration.
- Strong knowledge about Labor Law-2006, Labor Rule-2015.

Work experience:

1. AGM- HR at EPIC GROUP

From March, 2018-Continuing

Assignments:

- **HR operations:** Oversee day-to-day
- **Recruitment:** All employees (Staff)
- **Job Descriptions & KRA:** Preparing to all level
- **Induction and Orientation:** Providing induction and orientation program to new employees.
- **Training:** Providing training to entry/mid-level (Knowledge about Govt. Systems, procedures and protocols).
- **Budget:** Maintaining daily and monthly budgets and optimize expenses.
- **Skill Gap Analysis:** Carry out skill gap analysis by development of skill mapping format for identifying next phase of training needs.
- **Annual Performance Appraisal:** Designing and developing formats for annual performance appraisal for the employees (**Balance Score card**).
- **Policies:** Policies related to compensation, transfer, promotion, interns.
- **Disciplinary Procedure:** Handling disciplinary and grievance procedure to all level.

**2. Manager-HR & Admin (Corporate)
at ANANTA GROUP**

6 Years (From 2013 to 2018)

Assignments:

- **Manpower planning and recruitment procedure:**
- **Organized Training:** TNA, supervisor KPI incentive training, **Organogram**
- **Compensation/Benefit & Payroll Management:**
(Resignation, Retrenchment, Death, Dismissal, Termination, Maternity and Final settlement)
- **Prepared monthly MIS report:**
(DEG report, staff turnover, absenteeism, leave status, lefty, maternity, rejoin, promotion, salary comparison and other allowances)
- **Prepared official documents:**
Developed various proposal/Formats/draft/Internal memos/General note/ Notice and agreement with third party.
- **Handled Legal Compliance:**
- **Established staff incentive procedure and making KPI plan.**
- **Monthly/Quarterly HR KPI report making & presentation to Director and MD**

**3. SR. Executive-HR & Admin (Corporate)
at BDCOM Online Limited**

5 Years (From 2008 to 2013)

Professional & educational qualifications:

Post-Graduate Diploma (PGDHRM)

Duration 2015

Institute: Bangladesh Institute of Management
Concentration/Major: HRM

Master of Business Administration (MBA)

Duration 2010

Institute: Jagannath University
Concentration/Major: Management Studies

Training summary:

1. AMCAT Employability Certificates achieved 2019 by Bdjobs (Area of achievement (English, HR Situational Judgment Test, Information Gathering & Synthesis, Personality)
2. WRAP COC certificate achieved 2018 by Sistiq
3. Awareness and Internal Audit Techniques on Social Compliance certificate achieved 2015 by SGS
4. Strengthening Tools for Labor-Management Cooperation certificate achieved 2014 organized Federal Mediation & Conciliation Service-U.S.A by Next
5. Worker Participation Committee certificate achieved 2014 by H&M
6. ISO 9001:2008 Awareness Training Program certificate achieved 2012 by Intertek

Personal skills:

- Quick learning ability & observation skill.
- Excellent analytical ability & communication skill.
- Readiness to accept challenge.
- Positive attitude & Professional demeanor.
- Team management skills; Leadership skills; Good analytic and decision-making.

Personal profile:

National ID	:	595 158 7418
Driving License	:	DS139563NP
Passport No	:	A00162362
Nationality	:	Bangladeshi
Blood Group	:	A+
Language	:	Bangla & English both

Reference:

Mr. Mohammad Selim

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Mr. Masud Parvez

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Signature & Date