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HR & ADMIN PROFESSIONAL

Start-ups | Acquisitions | Turnarounds | High-Growth Organizations
COST EFFECTIVENESS WITH EMPLOYEE SATISFACTION'S

Exceptionally well organized & resourceful professional with more than six years of practical experience in the field of Human Resources & Administration.

CAREER TIMELINE



SIGNATURE HR & ADMIN
QALIFICATIONS

- Strategic HR
- Recruitment & Selection
- Office Management/ Administration
- HR Budgeting
- Payrolls
- Vendor Management
- HR Operations
- Corporate Events Management
- Leadership Development
- Change Management
- Employee performance Improvement

COMPUTER SKILLS

- Advance Microsoft Office Suit
- ERP
- Emailing

PROFESSIONAL EXPERIENCE

☐ **Manager, HR & Administration** (July 2020 to continue)
Assistant Manager, HR & Administration (November 2016 to July 2020)
Bengal Group Limited, Kushol Center, 9th Floor, Sector-03, Uttara, Dhaka-1230.

CORE RESPOSIBILITIES:

- Responsible for Planning, developing, updating & implementing different policies and procedures of different HR polices as per local laws.
- Develop administrative process flow for analyzing and obtain cost effective-ness with enlistment and evaluation of all vendors according to organization need.
- To coordinate & monitor manpower requirement as per approved manpower plan and subsequent recruitment, selection and placement.
- Monitor HRIS maintain accordingly.
- Ensure employee separation as per the policy.
- Monitor attendance & leave management are run properly.
- Monitor & ensure day to day HR operations are done properly.
- Prepare monthly requisition for stationary & housekeeping items, ensure proper distribution & maintain log records.
- Ensure travel supports for the employees as per the tour policy.
- Monitor & ensure on time compensation/ benefit for the employees.
- To systematize, implement and carryout an effective and timely performance appraisal of employees as per performance appraisal policy.
- Managing & monitoring employee's health, safety & environmental issues in the entire office premises.
- Ensure housekeeping of the office premises, ensure front desk and support staff services.
- Look after the safety & security of the office premises (CCTV & Security Guard).
- To identify promising & poor performing employees, taking corrective action and apprise for action.

TRAINING & WORKSHOP
ATTENDED

Bangladesh Labor Act
2006 & Bangladesh Labor
Rules 2015 by:
Labor Law Partner

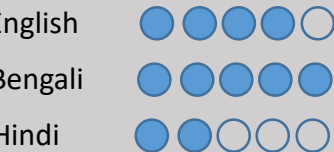
Enhance Performance
Through Attitude by:
Massive Star Business
Academy Bangladesh-

Management Skills for
Administrative
Professionals by:
Bdjobs Training

PERSONAL SKILLS



LANGUAGES



- To coordinate employee Counseling and motivation program in regards to absenteeism, turnover, general rules & regulations, employment terms & conditions, work place code of conduct and productivity improvement.
- Maintain official vehicles and up to date all the necessary BRTA documents.
- Manage and issue ID card, corporate SIM card, business card, PABX to newly joined & existing employees also take further action to manage corporate SIM, ID card, business cards once required; ensure use of ID cards during office hours.
- To monitor that all HR & Admin related data, records, reports, formats, statement, rank & files, Books & Registers are properly prepared, issued, up-dated & maintained as per company's policies and procedures.
- To conduct or assist training & awareness program on regular basis.
- Maintain and monitoring monthly bills (Gas, electricity, Telephone, Security, etc.) and keep up-date licenses and certificates.
- Responsible for fire safety of the office premises.
- Manage corporate SIM cards, VTS, and other corporate services. Process, review & payment of monthly bills.
- Manage courier & post to support other functions.
- Manage different vendors to fulfill the organization's needs.

☐ **Senior Executive – HR & Administration** (November, 2014 – October, 2016)
Karnaphuli Group Ltd. – 244/A, Tejgaon I/A, Dhaka-1208.

CORE RESPOSIBILITIES:

- Prepare all documents pertaining to contracts and other important Admin letters and related documents.
- Prepare / Issue office note, memo, office order & circular in respect of HR & Admin issues.
- Follow-up Appointment processing, Orientation / Induction.
- Liaison with Private Sector, Govt. Sector, Embassies including foreign bodies, Travel Agent, Residence & Hotel, Domestic & International Air Lines for travel planning activities for the local and foreign employees and guests/clients.
- Ensure transfer, increment, promotion, separation, and confirmation related work.
- Follow up disciplinary action & conduct departmental inquiry & grievance.
- Provide all kind of administrative support and information to top management in their respective duties.
- Maintain and servicing all vehicles & supervising drivers activities.
- Responsible for supervising total office security.
- Ensure daily office cleaning & maintain gardening to be done properly.
- Monitoring the daily attendance and submit the report to the central HR & Admin.
- Responsible for purchasing of office equipment and procurement process.

☐ **Store Manager** (March 2013- September 2014)

Gadget & Gear, Rupayan Golden Age, 99 Gulshan Avenue, Dhaka-1212.

CORE RESPOSIBILITIES:

- Monitor & achieve monthly sales target for store & corporate.
- Bill processing, payment collection & bank deposit.
- Inventory Management & monthly Audit.
- Ensure customer satisfaction.
- Cashbook maintain & reporting.

PERSONAL DETAILS

- Fathers Name:
Md.Mobarak Hossain
Majumder
- Mothers Name:
Saleha Mobarak
- Date of birth:
November 13, 1986
- Marital Status: Married
- Blood Group: O+
- Religion: Islam
- Nationality: Bangladeshi
- Permanent Address:
Village: Walipur;
Post Office: Walipur
Police Station: Hazigonj
District: Chandpur

REFERENCE 01

Chowdhury Ahasanul
Haque
Head Of HR
Karnaphuli Group Limited
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REFERENCE 02

Mohammad Shahidul
Islam (Shohel)
Vice President HR &
Administration
Bengal Group Limited
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soikoth.dot@gmail.com

☐ **Center Manager (Franchise Center),** October 2010-February 2013
Grameenphone Limited, House-1/A, Road-01, Sector-04, Uttara, Dhaka.

CORE RESPONSIBILITIES:

- Ensure smooth operation of the center.
- Provide & ensure standard customer service and profit generation.
- Training arrangement to new/existing employees as and when required.
- Responsible for cash management, procurement, vendor management.
- Liaison with distribution house for product requisition.
- Contact & follow-up activation team for different services.

☐ **Field Supervisor, (3rd Party),** May 2006- August 2008)

British American Tobacco Bangladesh, New Sagorika, Bishnudi Road, Chandpur

CORE RESPONSIBILITIES:

- Responsible for ensuring training to new Brand Promoters after recruitment and before every new campaign.
- Monitoring BP team to ensure BATB goal.
- Responsible for visiting different clusters to communicate various segments of consumers/retailers to create awareness regarding the tobacco brands among the consumers and retailers.
- Regular follow up the merchandising scenario of the territory both BATB and competitors.
- Responsible for identity out of stock BATB brands in visited clusters and taking necessary steps to solve the problem instantly by carried products or through SR.
- Worked as a salesperson when required to raise sales growth for any specific brand.
- Provide different reports to the management.

ACADEMIC QUALIFICATION:

- Executive Master of Business Administration (EMBA)
American International University Bangladesh
Result: CGPA 3.67 (2015-2016)
- Master of Social Science, Political Science
National University
Govt. Titumir College, Dhaka
Result: Second Class (2011-2013)
- Bachelor of Social Science
National University
Chandpur Govt. College
Result: Second Class (2011)
- Higher Secondary Certificate (HSC)
Hazigonj Model College, Chandpur
Business Studies
Result: 4.60 (2005)
- Secondary School Certificate
Balakhal J.N. High School, Chandpur
Business Studies
Result: 3.75 (2002)

SIGNATURE