

Résumé of

MD. SHARIFUL ISLAM

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Career Objective:

To pursue a challenging career in a dynamic country based or multinational organization where my academic attainment and previous work experience can make substantial contribution to the assigned organization with the best of my skills and ideas.

Special Qualification:

A seasoned HR professional with very good people management, administrative and communication skill with excellent English language proficiency.

Employment History:

Total Year of Experience: 19+ Years

1. Plant HR Head (January 2022 – present)

Coats Bangladesh Ltd.

Company Location: Rajendrapur, Gazipur.

Department: HR

Job Responsibilities:

Job responsibilities include, but not limited to:

- Lead HR functions of 1200 workforce at the plant aligning with global HR team and LTs (Leadership Teams) of CBL.

Industrial Relations:

- Play an active role in maintaining Industrial Relations with the Trade Union.
- Facilitate LTA (Long Term Agreement) with HR Director and ensure completion of LTA within the time frame and in line with company goal.
- Maintain a harmonious relationship with CBA(Collective Bargaining Agent) by bridging management and employee relations by addressing demands, grievances or other issues.

HR Operations:

- Ensure implementation of HR policies at the plant level and assist HR director to revise policies as and when required.
 - Ensure that canteen, security and housekeeping functions of the overall plant is managed as per the SOPs and provide an uninterrupted service to its employees as per agreed standards.
- Responsible for management of contract labor appointed either through labor vendor or service agreement.
- Assist HR Director in the administration of WPPF, Gratuity, Provident Fund etc.
- Responsibly manage Talent acquisition, performance management/review, salary review, grievance handling, disciplinary action procedure, conducting great place to work survey etc. of the entire plant as per local and global need.
- Arrange townhall on periodical basis and adopt effective employee communications strategy to provide updates on current business performance and allows for employee feedback on issues affecting the workforce.
- Ensures the entire plant is in compliance with all applicable legislation regarding industrial relations, employee relations, diversity, employment, employee benefits, safety, compliance, compensation and other employee related matters.
- Coach, challenge and support managers in their role on people development and organization related processes.

Employee Engagement:

- Lead and organize all Company functions headed by HR Department.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

Compliance:

- Handle all Legal Compliances and maintain healthy relations with all legal authorities, factory inspectorate, local authorities as and when required.
- Protects the interests of employees and the company in accordance with Bangladesh Labor Law and company Human Resources policies.
- Facilitate and prepare documentation and information required for compliance with laws.

Training & Development:

- Manage and maintain in-house training facilities and to achieve training man-hour target.
- Coordinate with the plant management teams, manage the training schedules and maintain the training reports.

Health & Safety:

- Ensure the plant HR and Admin team adhere to the current company health and safety procedures whilst making suggestion for improvement.
- Work closely along with line manager and H&S team members to play the vital role for increasing awareness and knowledge of the employee, contractor and visitors which will help them to move on with a safety standard for zero accidents in Plant and CWH (Central Ware House).

Others:

- Ensure Performance Management & Succession Plan are well addressed in Plant and CWH.
- Achieve financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- Achieve specific financial objectives by communicating with administrative personnel and making adjustments to workflow as necessary.

2. Head of HR (February 2015 – December 2021)

LAUGFS Gas (Bangladesh) Limited (A Sri-Lankan MNC)

(Formerly Wesfarmers Kleenheat Elpiji Limited)

Company Location: Dhaka

Department: HR

Reports to: CEO, Group HR Director

Job Responsibilities:

Job responsibilities include, but not limited to:

- Lead organization's HR matters of entire business of LAUGFS Gas (Bangladesh) Limited and LAUGFS Lubricant (Bangladesh) Limited.
- Work collaboratively with executive management, line managers, HR team, and other stakeholders to build a culture of excellence and innovation. In collaboration with LAUGFS group HR leadership team facilitate organizational structure/ design discussions and lead the roll out of group's management philosophy in the areas of talent management and acquisition, succession planning, change management, reward management, employee relations and industrial relations etc.
- Develop, recommend, and implement policies, procedures and employee feedback tools designed to promote and monitor a positive employee relations climate and the accomplishment of company objectives.
- Lead talent management process: Identifying organization goals and understanding the requirement, preparing headcount plan, sourcing and attracting the right talent, recruiting and selecting the right talent, employee retention, promotion, performance appraisal, succession planning etc.
- Initiate proper orientation/induction plan for the new joiners.
- Develop and update salary and benefits structure of LAUGFS in accordance with the employment market conditions. Periodically conduct compensation survey to keep compensation structure competitive in comparison to external market.
- Responsibly manage all employee benefits funds (WPPF, Gratuity, Provident Fund).
- Ensure smooth execution of PMS (Performance Management System). Set KPI/KRA (Goal cascading with proper behavioral and functional competency framework) for department and individuals in consultation with HODs and management. Follow up and periodically review performance of the individuals.
- Coach line managers on leading change, engaging employees and effectively building capabilities.
- Generate periodical reports such as absenteeism, employee turnover, overtime etc. and share with management.

- Identify training needs for individuals and for the organization in consultation with HODs and management, prepare training calendar, conduct training, measure effectiveness of the trainings, devise IDP (Individual Development Plan).
- Prepare training budget in consultation with HODs, design training courses and arrange internal/external resource persons as required.
- Manage employee relations/industrial relations complying with country labor laws.
- Design and conduct employee engagement activities.
- Devise succession plan through evaluating incumbents and successors. create a meaningful talent program ensuring that high potential candidates sit within the succession pool. Develop the list of mission critical and functional critical employees in collaboration with department heads.
- Work for 'Employer Branding' to make the organization as the employer of choice to a desired target group: attend job fair in different universities, maintain liaison with different universities, arrange career counselling programs for recent graduates, participate in various corporate competitions, ensure standard presence of the organization throughout all the promotional activities and campaigns.
- Establish performance driven culture in the organization throughout all the activities.
- Conduct exit interview for outgoing employees, find out causes for employee turnover and advise management accordingly.
- Prepare yearly budget of HR department analyzing all cost centers.
- Maintain Health, Safety and Compliance standard as per regulatory requirements.
- Conduct Job Analysis , review and upgrade JD for different positions of various departments.
- Liaise with group HR Director from time to time and seek for advices on various HR issues.
- Oversee various types of welfare and administration activities such as visas and work permits for expats, vehicle fleet management, canteen management, security/housekeeping management of the entire establishments etc.
- Oversee employee welfare activities.

3.Head of HR/Manager- HR & Compliance (September 2012 – January 2015)

Dhaka Ice Cream Industries Ltd. (POLAR)

Company Location : 80 Shaheed Tajuddin Ahmed Sarani, Tejgaon, Dhaka

Department: HR

Reports to: COO, Managing Director

Job Responsibilities:

Job responsibilities include, but not limited to:

- Lead Human Resources and Administration department of the company having approximately 1000 workforce.
- Formulate /update/review policies and procedures and ensure successful implementation of those.
- Prepare HR Plan in line with Company's Business Plan.
- Oversee recruitment process.

- Conduct TNA/ Skill/ Competency assessment of staff. Design and organize training program in order to enhance competency level of the employees.
- Prepare training calendar and arrange training for the staff. Evaluate effectiveness of the trainings. Design and conduct induction/orientation program for new employees.
- Check and ensure the GMP including housekeeping/ sanitation of head office and factory. Check and ensure that SOPs are followed in accordance with ISO 22000/HACCP/ Regulatory requirements. Arrange necessary trainings for the above to all concerned staff.
- Look after employee welfare issues.
- Ensure proper implementation of labor laws in all aspects.
- Develop retention policy to attract and retain qualitative employees.
Administer attendance, leave, compensation, benefits through HRIS software and lead performance management system (PMS) of all employees.
- Conduct periodic pay surveys. Plan, recommend and implement pay structure revision.
- Set Objectives/Targets/KPIs for Departments and Department Heads and organize performance analysis & review process. Conduct exit interviews. Set job specification and job description for all positions.
- Counsel line managers and other related concerns on various HR issues. Develop succession planning through evaluating incumbents and successors.
- Advise top management regarding policy matters and recommend necessary changes.
- Train up all concerned employees on company policies, service manuals and create performance driven culture.
- Handle CBA. Negotiate with CBA and make bilateral agreement. Responsible for settling various types of labor union issues.
- Look after overall HR and industrial relations related issues of Factory and HO.
- Oversee other administrative activities such as welfare activities, transport pool, maintain liaison with relevant govt. authorities etc.

4.Manager-HR & Admin (April 2012- August 2012)

Maasranga Television, SQUARE Group

Company Location: Banani, Dhaka. Department: HR & Admin

Reports to: CEO, Managing Director

- Act as a responsible person for developing/ updating policies & procedures, recruitment & selection, retention of people, succession planning, conducting performance appraisal, talent acquisition, staffing, compensation & benefits, group insurance, training and development, disciplinary procedures etc.
- Accomplish attendance & leave administration, payroll, group insurance etc. in collaboration with accounts dept. Manage and updates personnel records in HRIS.
- Ensure proper operation, maintenance of all vehicles and administration of transport pool; Supervise canteen management; Supervise house-keeping and security activities.
- Deals with legal issues. Informs management valuable findings, inputs. Maintain liaison with all functional departments, other concerns of Square Group.
- Maintain wide range of liaise with various related government and non-government bodies.
- Formulate training and development related processes, TNA, evaluate training programs etc.
- Performs many other HR & Administration related tasks assigned by top management.

5. Deputy Manager - HR & Compliance (January 2006 – March 2012)

Apex Adelchi Footwear Ltd. (A Syed Manzur Elahi Enterprise)

Company Location : Kaliakoir, Shafipur, Gazipur (Factory)

Department: HR, & Compliance

Job Responsibilities:

Job responsibilities include, but not limited to:

- Manages full spectrum of HR, Administration, training & compliance issues of 6000 (Six thousand) workforce of the 100% export oriented joint venture (Italy-Bangladesh) footwear Industry.
- Responsibly manage various types of employee related issues like looking after welfare issues of the workers and staff, grievance handling, disciplinary procedures, investigation of incidents etc.
- Act as responsible for the following issues of the entire factory: HR planning, confirmation, performance appraisal, succession planning, talent management, TNA, separation, coordinating with all departmental heads, final settlement, insurance, provident fund, maternity leave, leave procedure, formulating orientation/induction program for new recruit, job analysis and preparation of job description. Set KPI for departments and individuals.
- Monitor daily attendance of all employees. Ensure proper record keeping of leave and update/maintain personal files. Prepare salary sheet, pay slip using payroll software. Look after transport, canteen, housekeeping, food, uniform, health check- up and other employee welfare related issues. Supervise Scrap storing, tender Processing and waste goods selling to keep clean the factory premises.
- Review, update organogram as per organization structure. Arrange and coordinate all sorts of training programs for both workers and staff held at the factory like orientation program (interpreting organizational policies and procedures), fire-fighting, first aid, use of PPE, MSDS, Machine operation, security issues relating to CT-PAT, GSV, CBT Training, motivational training, training on supervisory role, communication skill etc.
- Act as general secretary for the factory's Workers' Participation Committee (WPC) and Safety, Health and Environment Committee (SHE). Oversee Implementation of Bangladesh Labor Act-2006.
- Face compliance audits of internationally reputed buyers (PVH, Macy's, Levis, Sears etc.), prepare CAP (Corrective Action Plan) after every audit and maintain compliance issues of the factory as per customers' /buyers' COC (Code of Conduct).
- Liaise with relevant govt. authorities and take appropriate measures as and when required.

6. Executive – HR & Administration. (July 2003 – December 2005)

Asset Developments & Holdings Ltd.

Company Location : 91 Gulshan Avenue, Dhaka.

Department: Administration

Duties/Responsibilities:

- Perform day to day HR & Administrative activities of sales dept. like preparing correspondences relating to pre and post- sale of apartments on behalf of the Chairman.

- Monitor courier Management & mail distribution. Look after housekeeping, management of staffs' attendance and personal files, leave management, brochure Management, store Management etc.
- Coordinate with various departments, projects in Admin/HR related issues. Monitor and control activities of office assistants, messengers. Oversee maintenance of building and equipment, repairing works, cleanliness of the office. Check bill, vouchers, keep records of store materials and maintain proper inventory of the materials.
- Prepare deed of agreement. Perform many other relevant tasks assigned by the authority.

Professional Affiliation:

Associate Member of BSHRM (Bangladesh Society for Human Resources Management)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration	Achievement
MBA	Human Resource Management	East West University	CGPA:3.04 out of 4	2020	2 years	A very good perception on HRM
PGDHRM	Human Resource Management	BIMS	First Class, Marks :70%	2008	1year	Awarded with `Merit`
4 years honors degree	Physics	University of Dhaka	Pass	2003	4 years	-
HSC	Science	Rajshahi Cadet College	First Division, Marks :75.6%	1994	2 years	star marks
SSC	Science	Rajshahi Cadet College	First Division, Marks :86.9%	1992	-	Letter marks in all subjects.

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
HR Training	All sorts of HR related matters including recruitment & selection, C & B, training & development, succession planning, talent management, labor laws, performance management, employee motivation , HRIS etc.	Bdjobs.com	Bangladesh	12 Karwan Bazar, Dhaka	2015	1.5 months

Together we win	topics on Team Building	Petredec Elpiji Ltd.	Bangladesh	Dhaka	2015	1 day
Training on Labor Law 2006 and the amendments in 2013	all laws related to Factory HR & Administration operation.	TUV SUD South Asia pvt. Ltd.	Bangladesh	Uttara, Dhaka.	2013	2 days
GMP in Food Factory	Compliance related issues in a food factory	SGS Bangladesh	Bangladesh	Gulshan, Dhaka	2013	1 day
Training on Occupational Health and Safety	important issues relating to OSH	Bangladesh Employers Federation (Conducted by AOTS)	Bangladesh	Chamber Building Motijheel, Dhaka	2011	2 days
Training on Fire Safety & First Aid	All topic related to Fire fighting, first aid, earthquake etc.	Bangladesh Fire Service & Civil Defese Authority	Bangladesh	Apex Adelchi Footwear Ltd., Factory	2011	4 days
Vendor Compliance issues	issues related to factory compliance	SEARS Holding Ltd.	Bangladesh	Hotel Baton Rouge, Gulshan, Dhaka.	2010	1 day

Professional Qualification:

Certification	Institute	Location	From	To
International Position Evaluation (IPE) Methodology	Mercer International	Dhaka	May 16, 2017	May 17, 2017
Certificate on Employment Law for HR Professionals	BSHRM & E-Zone	Planners Tower, 13/A, BUCRD road, Dhaka.	August 07, 2010	August 07, 2010

Certificate on successful completion of Microsoft-Office package.	CICT (Centre for Information and Communication Technology)	Dhaka University Campus	September 01, 2003	April 10, 2004
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Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details :

Father's Name : Md. Shorab Ali
 Mother's Name : Ms. Shahanara Ali
 Date of Birth : February 01, 1976
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam

Permanent Address : Village- Daxin Ramchandrapur(Bangla Bazar), Thana+ P.S- Pabna Sadar. District- Pabna.
 Current Location : Dhaka