

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)

1.



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

2.



 1st April, 2019 – 04th January, 2021

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

3.



 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:

MBA-Major in HRM

CGPA

Bangladesh University
of Professionals

3.53 / 4.00

 2017

BBA-Major in HRM

CGPA

Ahsanullah University of
Science & Technology

2.73 / 4.00

 2014

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.




- Certified HR Reporting Specialist
- Certified L&D Specialist

 November, 2021 - Continue

2. **Institute: Malaysian Institute of HRM**

Degree: Certified HR Generalist

Result: Passed

 April, 2019 – December, 2019

HR TRAINING

BLL 2006 & 2015

KPI & BSC

HR Planning

HR Accounting

Competency Base Interview

Job Analysis

HR Audit

Talent Acquisition

Compensation & Benefit

HR Analytics & Metrics

Final Settlement

Disciplinary Process

OD

Signature:

Md.Shaiful Islam