

# MD. HELAL UDDIN, MBA(HRM), M. Com, PGDPM

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## **CAREER OBJECTIVES:**

Strategic & innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth and employee engagement. Empowering leader who supports companies & top executives with a unique perspective & appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges & translates visions & strategies into actionable, value-added goals. I want a highly rewarding career where I can use my **knowledge, skills & experience** for organizational growth. I want a challenging position to solve problems in an effective & creative manner. I want to lead the organization being a strategic partner.

## **PROFESSIONAL PROFILE:**

I have accomplished 23 years' experience in HRM, Employee Relations, Admin, Talent Acquisition, Staff Coaching & Mentoring, Performance Improvement, Leadership Development, HR Policy, Process & Systems Design, Change Management, Workforce Planning & Development & OD in highly decentralized organizations. I am an effective communicator, team-builders, interpersonal skilled, capable to works well with individuals at all levels. Capable to developing & implementing organizational solution.

## **CORE COMPETENCES:**

KPI, KRA, KRI, HR Best Practices, Employee Relations & Diversity, Talent Acquisition, Staff Coaching & Mentoring, OD, Employee Performance Improvement, Leadership Development, HR Policy, Process & Systems Design, Change Management, Workforce Planning & Development, Organization-Wide Consensus Building, Administration, Legal & Buyer Compliance, Safety & Security Management, In-house auditing, Buyer Dealing, Support Functions & Culture Development.

## **EMPLOYMENT HISTORY:**

1. I have working in a Manufacturing Company in Dhaka since 3rd March'2020 as GM-HR, Admin & Operation still today
2. I have worked in Dominant Group in Dhaka since 15th Dec' 2015 to March'2020 as Head of Admin & HRM 5Years
3. I have worked in EPIC Group, Chittagong, since 11th Sep'12 to 14th Dec' 15 as Head of HR & Admin (DGM) 3 Years
4. I have worked in Youngone at CEPZ, since 6th Oct'97 to 10th Sep'12 as Section Leader-HRD & Compliance 14 Years

## **ACADEMIC & PROFESSIONAL QUALIFICATIONS:**

1. MBA (Major-HRM), CGPA 3.75, Southern University Bangladesh
2. M. Com (Accounting), 2<sup>nd</sup> Class, Chittagong University
3. B. Com (Honors) (Accounting), 2<sup>nd</sup> Class, Chittagong University
4. Post Graduate Diploma in Personnel Management (PGDPM), CGPA 3.17, BIM
5. Diploma in Computer Science, "A" Grade, National Youth Training Academy

**THESIS** has been submitted on "HRM Practices" Supervised by Professor AJM Nuruddin Chy-former VC of Chittagong University & Southern University of Bangladesh for MBA(HRM)

**Term Paper** has been submitted on "HRM Practices" Supervised by Mr.U.K. Datta—Management Counselor—Bangladesh Institute of Management for PGDPM

## **TRAINING EXPERIENCE:**

1. "Labor Law'2006, Labor Rules'2015 & Human Resources Development" organized by Excel Consultants.
2. "Team Building an abstract concept that represents a set of values" organized by IMIT & SPEED.
3. "Competitive Supply Chain Management (SCM)" organized by Mind Mapper Bangladesh & Rehab.
4. "Service Marketing for Financial Sector" organized by IMIT & SPEED.
5. "Management Skills for Administrative Professionals" organized by Bdjobs.com Limited.
6. "Strategic Human Resource Management" organized by Skill Shop Bangladesh Limited.
7. "Basic Industrial Management" organized by TICl.
8. In house training on "Disciplinary Procedures".
9. In house Seminar on "Labor laws & BEPZA instructions".
10. "Occupational Safety & Health (OSH)" Organized by Employers Federation & ILO.
11. "Sound Labor Management Relation & Social Dialogue" Organized by BEPZA & ILO.
12. "Freedom of Association, Preparedness of activities of WWA&IR" organized by BEPZA & ILO.
13. Seminar on "Rights, functions & responsibilities of WWA&IR" members" Organized by BEPZA.

## **MY ACHIEVEMENT:**

- Re-organized something to make it work better & Identified a problem & solved it.
- Come up with a new idea that improved things & Developed or implemented new procedures or systems
- Worked on special projects & Saved time for the company
- Saved money for Company: During my service at Steel Re-Rolling Mill, The Company reaped economic benefit of bdt. 2 core & cost minimized bdt. 20 lacs annually through changes of administrative process. In another company, I was able to save annually bdt. 24 lacs through the energy savings programs.

## **Personal information:**

- Name: Md. Helal Uddin
- Father's Name: Late Md.Fazlur Rahman Talukder, Mother's Name: Mrs. Faridunnessa Talukder.
- Nationality: Bangladeshi by Birth, Religion: Islam, Language proficiency: Bangla-Native & English-Fair.
- Permanent Address: Vill: Gharabanga, P.O.:Khadergaon P.S: Matlab(South) Dist.: Chandpur.
- Present Address : Road#1, House # 9/Da, Port Colony, Bandar, Chittagong-4100, Bangladesh.
- Date of Birth : 25<sup>th</sup> November'1969, \* NID # 7319454232 \* Passport # EA0416722
- **Mobile Number: +8801716370238, +8801879634453**

## **Key Professional Characteristics:**

1. Manpower planning, KPI, KRA, KRI, Multi -Tasking Ability
2. Ability to take Criticism & High Energy Levels
3. Team Builder's & Well Man-Management Skills.
4. Able to Work in a Group
5. Ability to perform HR & Admin functions & Compensation & Benefit
6. Organization Restructuring
7. Policies & Procedures Development

## **References:**

1. Engr. Lokman Kabir-Chairman, Epic Group, Chittagong, +8801711748505
2. Mr. Shaikh Shahinur Rahman – Managing Director, Youngone Group, CEPZ, 031-740431-6
3. Mr. N.A. KHAN – General Manager, Youngone Group, CEPZ, 031-740431-6, 01199701301

## **PROFESSIONAL EXPERIENCE (Garments & shoe factory) Youngone 14 Years:**

- Ensured implementation of HR Policies & Procedures.
- Monitored daily/weekly work hours & to prevent any violation.
- Ensured manpower planning, recruitment, selection, placement, induction, transfer & disciplinary measures.
- Managing / Leading / Supervising/Directing HRD team & monitoring daily activities of team members.
- Conducted attendance administration, Payroll preparation & Performance appraisal / Evaluation.
- Conducted daily scheduled visiting & Inspection of the facilities, to check the status of Health & Safety, housekeeping & environment & report on findings.
- Conducted employee counseling & advisory support to line management.
- Liaised with government office and non-government bodies offices (BEPZA, Fire service etc.)
- Provided services to employees for Safety, Medical, Recreation, Canteen & other welfare program, i.e. - PF.
- Communicated with Line Management to support them for smooth operation.
- Processed of maintaining up-to-date & completed employee records.
- Dealt with WPC/WWA & Interacting with Management & workers, arranged monthly HRM meeting, admin & compliance meeting & manager's meeting.
- Attended social compliance audit including third party/buyer's auditors.
- To meet the legal compliance as per labor law'06, 13, 2018 & Bangladesh EPZ labor act'19, BEPZA instruction 1 & 11.
- Verified various bill as final settlement, maternity, medical, subsistence allowance, conveyance, lunch & debit note.
- Conducted moral & attitude surveys, collected data related to the productivity, quality, wages, grievances, absenteeism & turnover, accidents & other indices of operational effectiveness of personnel programs, policies & procedures.
- Worked for Identify redundant staffs & promising staffs, have assessed staff requirement, worked for retention & elimination of staffs, attended in WPC meetings, identified grievances, which leads to labor unrest & co- ordinate actions.

## **PROFESSIONAL EXPERIENCE (Manufacturing & Real Estate) - 8 Years:**

- Recommended & implemented the policies & procedures applicable for the Company.
- Devoted such time & effort reasonably required by the Company to perform duties.
- Ensured manpower planning, recruitment process, orientation programs & lead the interview & selection process that all the recruitment is based on organogram, Job description & Job specifications.
- Leads the dept. of HR, Admin, Audit, Legal, Utilities, Accounts, Service & CR, P&P & Inventory.
- Supervised team member's responsibilities & have kept an eye on their duty performance.
- Overseen the performance and discipline staff when under-performance is suspected.
- Ensured regular site visit, have monitored that health & safety guidelines are followed and maintained a clean, tidy & safe factory.
- Conducted various briefing sessions & awareness program for staffs.
- Maintained sound liaison with law enforcement agencies, Govt. agencies & local influential community leaders to ensure smooth operation.
- Worked for develop & maintain top level safety & security management.
- Performed management related administrative duties.
- Developing business processes & procedures to make them more efficient.
- Conducted regular manager's meetings & solved any significant issues that may arise & affect the operations of business.
- Supported to the MD to make success in present & future planning & development of renovation programs.
- Analyzed on accident, impose fine on accident, ensure realization of fine or cost.
- Planned & monitored to prevent theft, pilferage or miss-appropriation of bills of different units & corporate office.
- Worked for overcome conflicts & addresses them proactively acknowledging different feelings, views & directing energy towards a mutually acceptable solution.
- Ensured that the grievances handling & disciplinary procedures are attended & initiated as per the law of the land.
- Worked for cutting down on all excess wastage and unnecessary expenditure.
- Carried out other functions from assigned time to time by the management.

Best Regards

Md. Helal Uddin