



Md. Abdur Rashid

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HUMAN RESOURCES, ADMINISTRATION & MANAGEMENT PROFESSIONAL

- ◆ As a Certified Human Resource Professional including extensive hands-on experience in HR, Admin & Corporate affairs, in service - oriented & manufacturing industry like- - Electricity distribution, Auto mobile, Construction, Telco, Financial institution, Merchant Bank, Textile, LPG & Welding Electrode, trading for 21 years and have allowed me to grow and develop professionally and as a leader.

KEY SKILLS

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| ◆ Handling HR Department | ◆ Employee Relations | ◆ Office Administration |
| ◆ Talent Acquisition & Retention | ◆ Succession planning | ◆ Public Relations |
| ◆ KRA & KPI | ◆ Orientation & On-Boarding | ◆ Facilities Management |
| ◆ HR Policies & Procedures | ◆ HRIS Technologies | ◆ Health Safety |
| ◆ Training & Development | ◆ Performance Management | ◆ Maintaining Equipment |
| ◆ HR Budgeting | ◆ Organizational development | ◆ Project Management |
| ◆ Grievance handling | ◆ SOP & JD preparation | ◆ Handling Corporate Affairs |
| ◆ Benefits Administration | ◆ Organization Development | ◆ Protocol, Property, Inventory |

PROFESSIONAL EXPERIENCE

COTTON GROUP- House-02, Road- 113/A, Gulshan-02, Dhaka-1212.

(Textile, Stock Brokerage, Telco, Construction, Power plant, Financial, Trading etc)

Assistant Vice President - HR & Administration

JULY'2019 to Contin...

Key responsibility:

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| ◆ Over all responsibility of HR & Administrative function of the Group | ◆ Yearly training calendar preparation and conduct |
| ◆ Recruitment and Placement & keep track of recruitment such as hiring D/L, Cost/hire and forecast future hiring | ◆ Overall General / Office Administration in the Office. |
| ◆ Prepare KRA & KPI for all employee | ◆ Transport, Protocol, Procurement, Logistic, Security Hospitality, Property |
| ◆ Formulating standard Appraisal, Training, Payroll, | ◆ Supervising welfare facilities & ensure the Welfare Policy health, hygiene & safety issues to the Workers. |
| ◆ Policy Execution & Initiative for new policy formulation | ◆ Supervision of companies' land property, high rise building, etc. |
| ◆ Strategic HR Planning and Management | ◆ Comply grievance handling procedure & counselling of employees. |
| ◆ Staff and Management, Relationship Management | ◆ To execute Orientation and Training Program and awareness for the new employees. Ensure relation between Company owner and Employees wants. |
| ◆ Inter-Company Cooperation, | ◆ Liaise with all concern department in order to coordinate with Buyers visits and take all necessary steps for facing the buyers/ Govt. and compliance visit and audit / assessment. |
| ◆ Emergency and Staff Security, Emergency Preparedness and Response, Company affairs | |
| ◆ Responsible for disciplinary actions as per Law and Company Code of Conduct | |
| ◆ Help promote a company culture that encourages top performance and high morale | |
| ◆ Ensure implementation of Labor Law 2006 and Labor Rules 2015 in the corporate office. | |
| ◆ Employee Development and Succession Planning | |
| ◆ Capacity Building and Career Development | |

NAVANA GROUP (LPG, ELECTRONICS & WELDING ELECTRODE UNIT) — 214/D Tejgaon Link Road, Dhaka-1208.
(LPG Cylinder Mnft & LPG bottling with retailing, Auto Mobiles, Electronics & Welding Electrode Mnft & distribution).

Head of Department & Senior Manager -HR & Administration,

NOV'2014 to JUN'19

Key responsibility: To recruit required employees to establish a new project “LPG cylinder manufacturing, LPG bottling, selling in Dhaka & Mongla, & Welding Electrode Manufacturing, distribution, Electronics (Transformer, Sub-station etc manufacturing) guiding the startup to management of a full spectrum of HR & Admin operations, well trained, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs.

Key Results:

- ◆ Developed organizational organogram as per the need and prepare & update job descriptions;
- ◆ Interviewed more than 2000 peoples & recruited more than 900 employees including corporate office & Factory such as Head of Function to worker in technical, sales, F & A, Vat, distribution, IT department etc;
- ◆ Played a key role in ensuring the successful launch of project & corporate office. Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation;
- ◆ Developed smooth and efficient running of the HR & Admin department, ensuring that all the policies and procedures are strictly adhered to;
- ◆ Established general HR practices such as Preparing the job posting & recruitment advertisement, receive and prepare database of all CV's, arranging interview schedule, selection and separation procedure properly and as per the need of the organization;
- ◆ Ensured proper HR Planning & Development (orientation / induction program, training, motivating, career planning, compensation and benefits administration);
- ◆ Prepared yearly training calendar & implementation as scheduled;
- ◆ Developed and implement cost effective compensation and benefit policies;
- ◆ Developed employee relations, conflict resolution, employee welfare services and counseling;
- ◆ Prepared and updated Prepare payroll system/attendance/Leave/overtime registers (Software & Manual) yearly increment, salary adjustment and individual salary statement;
- ◆ Managing labor law and other regulatory policy compliances;
- ◆ Prepared and follow-up rental contracts, Agreements and MOUs;
- ◆ Formatted of drafting & circulating different Office Circular, Agenda, maintain of external & internal dispatch;
- ◆ Arranged & organized in & out side training program/seminars/workshops independently;
- ◆ Developed contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services;
- ◆ Responsible for all Administrative functions & day-to-day office management including cleaning check-up, monitoring office equipment's etc in the office premises;
- ◆ Established proper supervise & Roster preparation for Drivers, office helpers, cleaners, Security Guard and other support personnel;
- ◆ Developed procedure overall responsibility to maintain and report on property to the management;
- ◆ Monitoring of servicing & repair Telephone, Mobile, Photocopier, Fax, PABX, AC;
- ◆ Administering bills of utilities & maintaining of office and others company's property;
- ◆ Introduced company's first formal performance review program, creating a flexible and well-received tool that was later adopted company-wide;

BESTWAY GROUP — Rd-17, Banani, Dhaka.

Real Estate, Construction, Land development, Pharmaceuticals, etc.

Manager – Chairman's Secretariate

Feb'2013 –Nov'2014

Key responsibility: Promoted to fulfill a broad range of Chairman's Secretariate, HR functions including board meeting, support HR process, overseeing disciplinary action and administrative functions.

Key Results:

- ◆ Assist to recruited employees of all sections in the position of Top to Bottom.
- ◆ Implemented HR policies in the deferent SUB's
- ◆ Developed yearly training calendar for all employees by internal & external resources.
- ◆ Developed & collected all the procedures for obtaining of legal permission from the govt & no govt authorities.
- ◆ Established policy such as- PF, Yearly holidays, leave encashment, TA/DA, Transport, working hour, Bonuses.
- ◆ Reworked new-hire orientation program to include HR information and company resources.
- ◆ Developed deferent type training in factory such as- firefighting, safety hazards, store management etc.

COTTON GROUP — Rd-113/A, House-2, Gulshan-2, Dhaka-1213.

RMG, Import & Export, Telecommunication, Financial, Real Estate etc company employing 5000 professionals.

Manager- HR, Admin & Corporate Affairs (Head of Department)	Jan'2012 –Feb'2013
Deputy Manager- HR, Admin & Corporate Affairs	Jan'2010 to Dec'2012
Assistant Manager- HR, Admin & Corporate Affairs	Jan'2009 to Dec'2010
Sr. Executive- HR, Admin & Corporate Affairs	Jan'2007 to Dec'2008
Executive Officer- HR & Admin	Sep'2003 to Dec'2007

Key responsibility: Recruitment, Selection and Placement, Appraisal, Training, Payroll, Policy Implementation and HR Administration, Capacity Building and Career Development, Strategic HR Planning and Management, Staff and Management, Relationship Management, Inter-Company Cooperation, Emergency and Staff Security, Emergency Preparedness and Response, General / Office Administration, Transport, Protocol, Procurement, Logistic, Hospitality, Security, Property, Inventory, all affairs.

Key Results:

- ◆ Main role played in time of construction period of the factory (total-7, 00,000 SFT) a knit composite factory.
- ◆ Lead in the time of factory shifting from Gazipur to Bhaluka where 2500 employees were worked in 2004.
- ◆ Trained 12-members in HR & Admin team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions that contributed to sound hiring decisions.
- ◆ Prepared yearly training calendar & implementation as scheduled.
- ◆ Stablished a standardized dining hall in the factory with purified water system.
- ◆ Recruited 7000 employees with help of factory management of all sections in the position of Top to Bottom.
- ◆ Recruited foreign expertise for the factory and managed overall procedure for obtaining work permit.
- ◆ Established myself a proved member of the procurement committee out of 5 members.
- ◆ Developed & collected all the procedures for obtaining of legal permission from the govt & no govt authorities.
- ◆ Established policy such as- PF, Yearly holidays, leave encashment, TA/DA, Transport, working hour, Bonuses.
- ◆ Played a vital role for construction of own office tower (10 storied) also shifting old office to new office.
- ◆ Reworked new-hire orientation program to include HR information and company resources.
- ◆ Developed deferent type training in factory such as- firefighting, safety hazards, store management etc.

DHAKA ELECTRIC SUPPLY CO. LTD (DESCO) — Nikunjo, Dhaka.

Electricity distribution.

OFFICER- Administration & Commercial	Sep'1998 –Sep'2003
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Key responsibility: Administration, Office stannaries' pprocurement, Maintain Attendance/Leave register, Maintain & develop various types of Register & records as per govt. service rule & consumer dealings.

EDUCATION & CERTIFICATIONS

BRAC University — Dhaka, Bangladesh

MBA in HR & Management, CGPA- 3.03, Passing Year-2011

M.Com (Management) - Jogonnath College, 2nd Class, 1998

B. Com (Hon 's), Management- Jogonnath College, 2nd Class, 1996

H.S.C (Science), Govt Mahtab Uddin University College, Kaliganj, Jhenidah, 2nd Div,1991

S.S.C (Science), Ganna Sabed Ali High School, Jhenidah, 2nd Div,1989

Short course:

Post Graduate Diploma in Personnel Management- IPM, 2003

TRAINING & PROFESSIONAL DEVELOPMENT

- ◆ Office Management - 08 & 09th March, 2019.
- ◆ Financial Analysis & Control - 15 & 16th Nov, 2019
- ◆ Employee relationship- 1-7 Dec'2019
- ◆ What employer looking from job seeker -26th July, 2018
- ◆ Secret of Leadership & Success- 11th April,2018
- ◆ Talent Management in the Disruptive Business Environment- 11th March,2018
- ◆ Human Resource Management - 09th January, 2018.
- ◆ Effective Communication Skills - 19th January 2017.
- ◆ Performance Management System for 21st Century- 27th January,2017
- ◆ Inventory - 22 & 23rd February, 2013. Commercial work- 25 & 26th February, 2014
- ◆ Effective Supervisory Management, 07 & 08th March, 2012.
- ◆ Human Resources Management - 01 & 2nd March, 2012.
- ◆ Management Training Program - 15 & 16th March, 2012.
- ◆ Function of Manager - 22 & 23rd March, 2012.
- ◆ Behavior & Motivation at Work - 29 & 30th March, 2012.
- ◆ Team Building - 08 & 09th April, 2012.
- ◆ Communication - 19 & 20th Nov, 2012. Time Management - 26 & 27th Nov, 2012.

AFFILIATIONS

- ◆ Fellow Member : Bangladesh Society for Human resource Management (BSHRM).
- ◆ Member (EC) : Rotary Club Dhaka Heritage.
- ◆ Chief Executive : A.K Foundation (Non-profitable charitable foundation)
- ◆ GGA (Bangladesh): Global Goodwill Ambassador (GGA)

COMPUTER SKILLS

- ◆ HRIS applications (Oracle ERP'12 & Kormi Software)
- ◆ MS Office (Word, Excel, PowerPoint, Access, Outlook)
- ◆ Well conversant with **E-mail** and **Internet System**.

PERSONAL INFORMATION

Full Name	: MD. ABDUR RASHID	Sheltech Nileema
Father's Name	: Md .Amzad Hossain Mother's	Apt- 5/A, House # 7, Road- # 05, Block- A,
Name	: Kohinoor Begum	Section- 6, Mirpur, Dhaka-1216
Date of Birth	: Nov, 20, 1971	Contact-01779334488, 01552-54056
Marital Status	: Married	E-Mail- dablu109@gmail.com
District	: Jhenidah.	

REFERENCE

Mr. Sumit Kumar Saha Operative Director Navana CNG Group Mb-01713061218 Relation: Ex-Supervisor	Dr Abu Hena Mustafa Kamal Senior Secretary Ministry of defense Mb- 01552368551 Relation: Family Friend
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