

SYED ABU ZAHID HAKKANI (PALASH)

Human Resources Professional

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Mohammadpur, Dhaka-1207.

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EXECUTIVE SUMMARY

Accomplished Human Resources Professional with 20+ years expertise in developing policies and managing employee relations. Have keen business acumen and understanding of organizational needs. Collaborative, cross-functional leader with commitment to teamwork and dedicated to planning and maintaining dependable, skilled teams. Dependable with extensive experience in planning, directing and coordinating HR policies. Excellent problem-solver, talented at troubleshooting and remedying employees' issues and complaints. Navigates high-stress situations and achieves goals on time and under budget.

PROFESSIONAL EXPERIENCE

1. Company Name: MOTEX FASHION

Duration: November 01, 2019 – Till Now

Designation: Consultant, Human Resources

Nature of Business: Apparels Sourcing & Garments Manufacturing in Knitwear
(Pullover-sweater)



Key Responsibilities:

- Advise management on the administration of human resources policies and procedures.
- Initiating and leading human resource programs and projects.
- Providing advice and recommendations to HR personnel for resolution of daily issues.
- Assist in recruiting, development and management of personnel.
- Administering comprehensive and equitable compensation and benefit plans for employees.
- Assist in developing HR strategies and initiatives, aligning with overall business strategy.
- Recommending solutions and providing advice on HR policies, procedures, and tools.
- Acts as a resource to managers and employees on a wide variety of human resources topics, guides individuals to tools and resources, facilitates communication, and helps resolve conflicts that impact engagement.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.

2. Company Name: PALMAL GROUP

Duration: February 02, 2019 – October 31, 2019

Designation: Head of Recruitment Team (Factory HR Operation)

Nature of Business: Knitting, Dyeing, Print & Embellishment, All Over Printing and Garments



Key Responsibilities: Developed & Implemented HR Policies and Strategies, Talent Acquisition, Supervised employee Orientation & On boarding, Employee Management and Development, Compensation and Benefits, Employee Relations, Health and Safety, Office Management, Disciplinary and Grievance Issues, Performance Management and Follow-up Administration Activities.

3. Company Name: PAKIZA GROUP**Duration:** April 01, 2015 – January 31, 2019**Designation:** Head of Human Resources (Corporate Head Office)**Nature of Business:** Knitting, Dyeing, Print & Embellishment, All Over Printing and Garments

Key Responsibilities: Developed & Implemented HR Policies and Strategies, Talent Acquisition, Supervised Employee Orientation & On boarding, Employee Management and Development, Compensation and Benefits, Employee Relations, Health and Safety, Office Management, Disciplinary and Grievance Issues, Performance Management and Follow-up Administration Activities.

4. Company Name: BEXIMCO LIMITED**Duration:** August 09, 1998 – March 31, 2015**Designation:** Deputy General Manager, Human Resources**Nature of Business:** Yarn, Textiles, Knitting, Denim, Washing, All Over Printing and Garments

Key Responsibilities: Developed & Implemented HR Policies and Strategies, Talent Acquisition of Both Local & Expatriate Employee, Supervised Employee Orientation & On boarding, Employee Management and Development, Compensation and Benefits, Employee Relations, Disciplinary and Grievance Issues, Performance Management.

KEY ACHIEVEMENTS

- Significantly contributed to formulate HR manual for the Company.
- Introduced new performance appraisal system for the Company.
- Initiated and prepared Medical Policy at Beximco Limited for the first time.
- Prepared and assisted management to introduce Car Policy.
- Successfully introduced workers education programs on health, safety and hygiene issues at BTD factories.
- Successfully handled compliance audit of world renowned buyer such as Gap Inc., Levi's, Phillips Van Heusen, JC Penney, Carrefour, C&A, H&M, Oxford, Federated, Mexx, Next, at different factories of Beximco Textiles Division and helped the company to get business from them for the first time.
- Created medical agreement with various local Hospitals for getting special discount and service to the employees of the division.
- Implemented Group Term Life insurance for the company.

EDUCATIONAL PROFILE

Degree	Concentration	Institution	Result	Year
P.G.D	Human Resources Management (HRM)	Bangladesh Institute of Management (BIM)	CGPA 2.88	2016
B.S.S	Political Science	Dhaka College, Dhaka	2 nd Class	1998
H.S.C	Humanities	Dhaka College, Dhaka	2 nd Division	1992
S.S.C	Humanities	Ananda Bidyalaya, Dhanmondi	2 nd Division	1990

TRAINING SUMMARY**1. Fellowship Training:**

Topic : "Employment Services"

Organized by : ILO & Human Resources Development (HRD) of Korea

Duration : 9 Days

Place : Incheon, South Korea

Other Trainings:

Training Topic	Organization/Institution	Duration
Occupational Safety and Health Management and Work Environment Improvement	The Overseas Human Resources and Industry Development Association (HIDA), Japan & BEF	2 Days
Advanced Aspects of Bangladesh Labor Act-2006 as amended in July 2013&Industrial Relations	Bangladesh Employers' Federation (BEF)& ILO	2 Days
Workplace Cooperation in the Bangladesh Industrial Relations (IR) Context	Bangladesh Employers' Federation (BEF)& ILO	2 Days
Fire Fighting, Fire Prevention Rescue & First Aid Conducted	Bangladesh Fire Protection Services Limited	3 Days
Effective Manpower Planning	PJW Training, UK	1 Day
Handling of Disciplinary Cases	Centre for Human Resource Studies	1 Day
Labor Law- 2006	International Centre for Technology & Management	1 Day

PERSONAL INFORMATION

Father's Name : A. K. B. I.Hakkani
 Mother's Name : Noor-E-Taj Begum
 Date of Birth : 25th January, 1974
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Kumarpara, P.O: Ghoramara, P.S.: Boalia, Dist.: Rajshahi, Bangladesh

REFERENCES

	Reference - 01	Reference - 02
Name	Khalid Shahrrior	Mohammad Masud Kabir
Organization	Beximco Limited	Motex Fashion
Designation	Head of HR & Compliance	Managing Director
Contact No.	+8801711566858	+8801714174381
E-mail	shahrrior@beximtex.com	mk@motex-dk.com
Relation	Professional	Professional

PROCLAMATION

I declare that all the information given above is correct to my knowledge and belief.

Syed Abu Zahid Hakkani (Palash)