

## MD.SHAHED HASAN

Address: Flat : A3, House : 63, Road:3, Block : B, Niketan Housing Society, Gulshan-1, Dhaka 1212 , Bangladesh.  
Mobile No : 01922120665 , 01730058002  
e-mail : rtn.shahed@gmail.com



### **Career Objective:**

Administration & Human Resource Management and Development, Organizational Development in Corporate Houses, National, International or Multinational Organizations as Top level executive.

### **Career Summary:**

Lecturer-CU, Research Consultant-UNESCO, Counselor-HR- Leicester County Council-UK, German International Development Agency (GTZ which is now GiZ), Different positions of HR, Admin &IT/MIS in Seven Group of Companies & Corporate Houses (Lalmal Group, Aman Group, Ejab Group, Concord Group & Navana Group, Abdul Monem Group). Last Position: Director-HR, Rupayan Group.

### **Special Qualification: Key Skills**

#### **a. HR & OD**

General HR including Recruitment, Selection & Placement,  
Attendance Management, Leave Management, Payroll Management etc.  
HRIS  
HR Analytics.  
Job Analysis & Manpower Planning  
KPI & KRA  
Organizational Development  
Coaching, Counseling and Motivation  
Strategic HR Planning  
Training & Development  
Development and updating of Policies/ SOPs, Procedures and Systems  
Performance Management including Performance Appraisal (Promotion, Increment etc.)  
Reward Management, Leadership Development & Talent Management  
HR Budgeting in line with Annual Business Plan (ABP) of the Organization.  
Compensation & Benefits  
Succession Planning  
Disciplinary issues

#### **b. ADMINISTRATION**

Safety, security, Cleanliness  
Admin Budgeting in line with Annual Business Plan of the Organization.  
Vehicle Management  
Accommodation & Asset Management  
Protocol & PR  
Event Management  
Stationary & Supply  
Work place Discipline including Dress Code  
Labor Union Management  
Statutory Compliance

#### **c. IT/MIS**

Management of IT/MIS department  
Customizing HRIS Data module  
HR Analytics database  
Dashboard Reporting & BI  
Paperless office

## **Employment History:**

### **Total Year of Experience : 26.3 Year(s)**

1. Rupayan Group- Director HR -2 January 2019- 30 October 2019
2. Abdul Monem Group- CHRO & Head of Admin- 11January 2018 to 24 December 2018
3. Navana Group- Head of HR, Admin & IT/MIS -15 October 2014 to 10 January 2018.
4. Concord Group – Head of HR- 01 October 2011 to 12 October 2014
5. Ejab Group- Head of HR & Admin- 01 February2008 to 30 September 2011
6. Aman Group- Manager Training & Development- 04 January 2004 to 31 January 2008
7. Lalmai Group- Manager HR & Admin 15 February 2000 to 31 December 2003
8. GTZ (GiZ)- Consultant Training & Development -02 April 1997 to 31 December 1999
9. BCEP, Leicester UK- Counselor – 18 February 1993 to 31 December 1996
10. UNESCO-Dhaka, Research Consultant -01 January 1991 to 15 September 1991
11. Chittagong University- Lecturer Dept of Fishery & Limnology 01 January 1990 to 01 December 1990

## **Academic Qualification:**

1. PGDHRM-University of Strathclyde, Glasgow, UK- 1992
2. M.Sc (Thesis) – Fresh water Biology, Chittagong University-1989 – First Class First
3. B.Sc( Hons.) – Zoology, Chittagong University -1988- First Class 3<sup>rd</sup>
4. HSC ( Science) Gurudayal Govt. College Kishoregonj -1985 2<sup>nd</sup> Division
5. SSC ( Agriculture) Kishoregonj Govt. Boys' High School-1983 First Division, 6<sup>th</sup> position

## **Training Summary:**

1. HR as Strategic Business Partner from HSPP Dhaka-2016 (4 days)
2. Effective Organizational Development Strategy from BIM Dhaka -2015 ( 3 days)
3. Six Sigma from BIM Dhaka -2014 ( 5 days)
4. Bangladesh Labor Law from BIM Dhaka-2012 ( 6 days)
5. Talent Acquisition & Management from BIM Dhaka- 2012 (5days)
6. Team Building from Ananda Bazar Group, India-2011 (3 days)
7. Manager & His Job from BARD Comilla -1997 (3 days)
8. Project Evaluation & Management from The University of Strathclyde, Glasgow, UK-1992 ( 12 weeks evening course)
9. Development Banking & Financial Management from The University of Strathclyde, Glasgow, UK- 1992 ( 12 weeks evening course)
10. English for the Professionals from The British Council, Dhaka -1990 ( 12 weeks)

## **Specialization:**

Have working experience in HR , & Admin of the following industries: Corporate Houses/ Group of Companies. FMCG, Real Estate, Construction, Developer, Mega Projects ( Infrastructure development) RMG, Beverage, Manufacturing, Trading, Agro based industries, Donner Agencies of NGOs, ICT farms, Ice Cream & Milk Products, Frozen & Non-Frozen Foods, Power Plant, Economic Zone, Consulting Farms etc.

## **Extra Curricular Activities:**

- a. Member Rotary International
- b. Life Member Bangladesh Kidney Foundation,
- c. Life Member Help The Needy,
- d. Member British Scholars Association,
- e. Member Zoological Society of Bangladesh.

## **Language Proficiency:**

Excellent interpersonal skills in Bangla and English. Can understand and speak Hindi

## **Personal Information:**

Father's Name : Late Md. Ibrahim Mazumder  
Mother's Name : Alhaj Late Kamrunnessa Begum  
Date of Birth : August 7, 1968  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : 557, Women's College Road, Adarsha Sadar, Cumilla-3500, Bangladesh.  
Current Location : Dhaka

**References :** will be provided, if required.