

**SABBIR AHMED**

Address: Flat # G-5, Building # (Uttara), 17 Circuit House Road, Kakrail, Dhaka.

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**CAREER OBJECTIVE**

To become a long term management asset.

**CAREER SUMMARY**

More than 11 years working experience in Human Resources Management and General Affairs in reputed Group of companies such as Bengal Group of Industries & BEXIMCO.

Achievements of Bengal Group

1. Prepared SOP of Sales. (Partly)
2. Change over time policy of Factory.
3. Implemented late coming policy due to employee late present.
4. Implemented Tracking Policy for field force.
5. Make motor bike policy for field force to increase sales and area coverage.

**EMPLOYMENT HISTORY**

Total Year of Experience : 11.6 Year(s)

Deputy Manager - HR ( January 1, 2021 - Continuing)

**Bengal Group of Industries**

Company Location : Bengal House, 75 Gulshan Avenue, Gulshan - 1 , Dhaka

Department: HRM

**Role Profile:**

**HRIS:** Update and Maintain HRIS software (InteAcc, Far Vision, Kormee).

**Manpower Management:** Talent Mapping, Recruitment and hiring, Induction, orientation of the new employee.

**Training Development:** Maintaining, design, develop and facilitate various training programs.

**Organization Development:** Formulation and implementation of HR & operational process & policy, Collect, analyze and consolidate organization related statistics such as headcount development, employee movement to prepare for succession planning and employee development program. Initially conduct job evaluations by benchmarking new positions and reviewing existing positions to support internal equity at the appropriate organization levels.

**Compensation and benefits:** Development and implementation of the reward strategy to include salary benchmarking, benefits management and annual compensation events such as bonus and salary review. Payroll administration.

**Performance Management Administration:** Coaches and mentors employees by explaining the overall performance management system of the organization, MBO setting, lead the whole process of target agreement and performance appraisal process including consultation, confirmation of schedules and consolidation of Rating.

**HR Operations:** Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, and turnover analysis.

**Separations:** Handles exit interviews, analyze the separation reason and employee turnover statistics in order to provide useful information /data to improve employee retention, Full and final settlement process.

**Disciplinary procedure:** Counseling, Issuing show cause, warning, termination, dismissal & final settlement.

**Employee Relationship:** Coordinate and prepare for the defined employee relationship programs such as employee opinion survey, Open discussion meeting both in house and outdoor event.

**General Affairs:** Transport Management, Coordinate with external lawyers and monitor the progress of litigation.

**HR Operations:** Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, and turnover analysis.

**Asst. Manager - HR ( January 1, 2018 – December, 2020)**

Bengal Group of Industries.

**Sr.Executive - HR** ( January, 2015 - December , 2017)

Bengal Group of Industries.

**Executive - HR** ( October, 2012 - December , 2014)

Bengal Group of Industries.

**Executive - HR & Admin** (July 1, 2010 - September 30, 2012)

Beximco Group.

Plot - 19,Road - 35,Gulshan ,Dhaka-1212.

Role Profile:

- » Assist to the operation admin manager.
- » Maintain employees' personal files and personal data.
- » Develop and update employee's job descriptions.
- » Assisting in recruitment and selection process.
- » Maintains and updates employees' leave related data.
- » Prepared Salary sheet & disbursement.
- » Preparing final settlement, subsistence allowance bill.
- » Maintain attendance sheet, time sheets of employee.
- » Manage yearly performance appraisal and increment process.
- » Assist newly joined employee to open Bank Account.
- » Prepared Id Card & Distribution.
- » Maintaining all kind of Utility Bills.

### **QUALIFICATION**

Exam Title	Concentration / Major Institute	Institute	Result	Pas.Year	Duration
Certificate Course	Human Resources and Employee Relations	Institute of Business Administration (IBA),University of Dhaka.	Awarded	2017	6 Weeks
Master of Business Administration (MBA)	Human Resource Management	Southeast University	CGPA:3	2013	1 Year 6 Month
Masters	Botany	National University	Second Class Marks :54.5%	2006	1 Years
Honours	Botany	National University	Second Class Marks :47%	2005	4 Years
HSC	Science	Adamjee Cantonment Collage	First Division, Marks :62%	2001	2 Years
SSC	Science	Dinajpur Zilla School	First Division, Marks :74%	1999	

### **TRAINING SUMMARY**

Training Title	Topic	Institute	Location	Year	Duration
Payroll Management	Payroll Development, Salary Preparation, Payslip, Attendance Minimum Wages, Leave Provident, Gratuity Management CTC Calculation Overtime Salary Deduction, Leave Without Pay (LWP) Performance Appraisal.	Bengal Group of Industries (Internal)	Dhaka	2022	2 Day

Situational Leadership	Practices leadership Decision & learn, To understand the relation of Situational Leadership & empowerment.	Bengal Group of Industries (Internal)	Dhaka	2020	2 Day
KPI based performance Management System	KPI based performance Mgt. System	Bangladesh FMCG HR Society.	Dhaka	2019	Day Long

### **CAREER & APPLICATION INFORMATION**

Preferred Job Category : Bank/Non-Bank Fin. Institution, HR/Org. Development  
 Looking For : Mid Level Job.  
 Available For : Full Time  
 Present Salary : Tk. 60,000  
 Expected Salary : Tk. 80,000  
 Preferred District : Dhaka, Dinajpur.  
 Preferred Country : Iceland, Switzerland.  
 Preferred Organization Types : Banks, Embassies/Foreign Consulate, Airline, Group of Companies.

### **SPECIALIZATION**

Fields of Specialization
<ul style="list-style-type: none"> <li>Human Resources</li> <li>Performance appraisal</li> <li>Human Resources &amp; Development</li> <li>Recruitment &amp; Selection</li> <li>Compensation &amp; Benefits</li> </ul>

### **LANGUAGE PROFICIENCY**

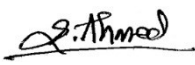
Language	Reading	Writing	Speaking
English	High	Medium	Medium
Bangla	High	High	High

### **PERSONAL DETAILS**

Father's Name : A.F.M. Nurul Islam.  
 Mother's Name : Shirin Nahar.  
 Date of Birth : January 9, 1985  
 Gender : Male.  
 Marital Status : Married.  
 Nationality : Bangladeshi.  
 Religion : Islam.  
 Permanent Address : Ramnagar, Dinajpur Sadar, Dinajpur Sadar, Dinajpur 5200.  
 Current Location : Dhaka.  
 Reference (s):

### **Reference:**

Name : Md.Hasanuzzaman  
 Organization : Bengal Group of Industries  
 Designation : Sr.Manager-Human Resource Management  
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 Sabbir Ahmed.