

MD. MAHBUBUL ALAM

MBA (HRM), MSS, LL.B

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Career Objective:

To obtain a full time position as a General Manager HR & Admin / Head of HR & Admin / Director HR & Admin / Consultant or Advisor HR & Admin that would permit me to use my abilities and creativity to achieve the goal of the respective Organization.

Career Summary:

1. GM-HR & Admin at X Index Companies May 8, 2016 to Till now - **05 Years running.**
2. GM-HR & Admin at ARBAB Group Aug 25, 2014 to May 05, 2016- **Around 02 Years Completed.**
3. GM-HR, Admin & Compliance at Protik Group Jan 01,2013 to Aug`20, 2014- **Around 02 Years Completed.**
4. Head of HR & Admin at ARBAB Group Mar`03, 2009 to Dec`31, 2012-**Around 04 Years Completed.**
5. Manager-HR, Admin & Compliance at AZIM Group Mar 01, 2008 to Feb 28, 2009- **01 Year Completed.**
6. SERGEANT in BANGLADESH AIR FORCE (BAF) Feb`25, 1990 to Feb`24, 2008-**18 Years Completed.**

Achievements:

Structuring for rapid growth at X Index Companies- Successfully continuing service with X Index Companies as GM-HR & Admin since May`2016 (05 Years running) where company growth is continuing average 40%-50% per year since 2017. Businesses have been expended especially more than 50% capacity expansion completed at Ceramic Factories (X Monica, X Monalisa, X Alexander & Venus Ceramica). Establishing new plants in power sector (03 Power plants- 55 MWT, 55 MWT & 22 MWT), Capacity expansion completed at Feed Mill & Hospitality Industries (Hotel-X). Established corporate culture, values, norms, objectives, mission, vision & all the issues are practicing successfully at X Index Companies which added value to enhance reputation of X Index Companies.

Structuring for Rapid Growth at ARBAB GROUP- Successfully completed 06 Yrs service in ARBAB Group where company growth was above 50%-60% per year and my solid leadership was recognized. Established corporate culture & practice successfully at ARBAB Group which takes part to go ahead like vertical growth of the company (Expansion & Established new factories).

Worked at BANGLADESH ARMED FORCES where engaged with general administration & office management since Feb, 1990 to Dec, 2007 & achieved Chief of Air Staff's Trophy for all round best performance in training (Education & Military Training) and Several times achieved outstanding performance in ACR (Annual Confidential Report).

Fields of Specialization:

*Human Resource Management (Strategic & Core), Recruitment & Selection, Strategic Sourcing, New Hire Orientation, Compensation & Benefits, Training & Development, Formulation of HR & Admin policies, Training Needs Assessment, HRIS, Succession Planning, Performance Management System & Compliance.

*General Administration, Transport Management & Security Management.

Employment History: Total Year of Experience-30 Years

- 1) **GM-HR & Admin** (Tiles- X Monica, X Monalisa, X Alexander, Venus Ceramica, Power Plants, Real Estate & Construction, X Index Holdings, Hotel X, Venture Capital, Feed Mill, Farms & Hatcheries, X Shops, Trux24, Software & NGO) - May 08, 2016 to Continuing...

Company Name: X Index Companies

Company Location: MF Tower, Pragati Sarani, Middle Badda, Link Road, Gulshan-1, Dhaka-1212.

Department: HR & Admin, **Reporting to:** Managing Director

Duties/Responsibilities:

Responsible for managing the overall HR & Administration related activities- of the X Index Companies effectively & efficiently. Major responsibilities of my-position includes:

HR Field-

*Responsible for strategic HR planning, recruitment & selection, T&D, Induction & exit process, staffing & succession planning, motivating employees in consultation with the Management and Plant HR heads.

*To implement KPI based performance management system. Regular conduct of Manpower Planning, Prepare Corporate and plant level Organogram and establish line relationship in consultation with unit heads and top management.



*To monitor and execute Manpower Budgeting Activities. Automated Attendance & Leave Management, HRIS Management, Automated Payroll Management, Performance Management and Job Separation Management. Analyze and modify compensation and benefits policies to establish competitive programs and ensure legal requirements. Supervise the Leave Management including Declaration of Yearly Leave Calendar.

*Upgrade of existing job descriptions of various Departments. Secure welfare provision and promote healthy employee-management practices. Perform difficult staffing duties, including dealing with retrenchment, firing employees, and administering disciplinary procedures. Craft talent acquisition strategies to build strong pipelines for future hiring needs.

Admin Field-

*Ensure proper planning, organizing, directing, controlling, monitoring of administrative function, proper SOP all being maintained for all Admin Operation of the Company. Implementing security policies, regulations, rules & norms and make sure that the environment of the company is safe for employer, employees and visitors. Manage the Visa Processing and all type of expatriate related works.

*Ensure overall security of the facility maintenance of security systems. /fire protection system. Administer matter pertaining to safety, security, hygiene, and the environment. Ensuring the good condition of vehicles and maintenance in a proper and timely manner and reducing unnecessary maintenance cost.

*Maintain close relation and monitor the service qualities of the corporate mobile/SIM operator/provider, and ensure proper quality service from them, if found any discrepancy take necessary action to solve the problem.

*Maintain sound liaison and public relations with all relevant authorities including law enforcement agencies, different government agencies and local influential community leaders to ensure smooth operation.

2) GM-HR & Admin (August 25, 2014 - May 5, 2016)

Company Name: # ARBAB POLY PACK LTD. # ZK. FOILS LTD. # ZK. PLASTIC LTD.

Company Location: Shimrail, Demra Road, Siddirganj, Narayanganj

Department: HR & Admin, **Reporting to:** Managing Director



Duties/Responsibilities:

Over all responsible for entire HR, Admin & Compliance operations of three companies which includes:

The position will mainly be responsible for HR planning, forecast, management of recruitment functions, appointment, TNA, Training & Development, termination, removal & dismissal of employees' as decided by Managing Director; facilitating performance management system, address day to day employee issues problems & development, strengthening staff relation and implementation of organizational HR policy with an aim to achieve APPL's objectives. Review and upgrading of HR manual and policy periodically. Responsible for arranging & maintaining protocol with all kinds of visitors / engineers. Handle all kind of renovation / construction work in the factory premises. Manage day to day administrative work including security management. Monitor and ensure the smooth operation of transport department.

3) General Manager-HR, Admin & Compliance (January 1, 2013 - August 20, 2014)

Company Name: Protik Ceramics Ltd. (PROTIK GROUP)

Company Location: 2, Sultana Tower, Kalabagan, Mirpur Road, Dhanmondi, Dhaka-1205.

Department: HR & Admin, **Reporting to:** Group Chairman



Duties/Responsibilities:

General HR Practice; Office & Staff administration; Transport fleet control & management; Manage, coordinate and supervise all the logistic supports such as Electricity, Gas, Water connection etc.; Control local purchase & distribution; Development & management of whole range of security of all assets, infrastructures including means in the premise, Logistics & support service for the expatriate offices and the premise, Any other work needed for smooth running of the Protik Group as desired by the chairman.

4) Head of HR & Admin (March 3, 2009 - December 31, 2012)

Company Name: # ARBAB POLY PACK LTD. # ZK. FOILS LTD.

Company Location: Demra Road, Siddirganj, Narayanganj

Department: HR & Admin, **Reporting to:** Managing Director



Duties/Responsibilities:

The position will mainly be responsible for HR planning, forecast, management of recruitment functions, appointment, TNA, Training & Development, termination, removal & dismissal of employees' as decided by Managing Director; facilitating performance management system, address day to day employee issues problems & development, strengthening staff relation and implementation of organizational HR policy with an aim to achieve APPL's objectives. Any other job assigned by top management.

5) Manager-HR, Admin & Compliance (March 1, 2008 - February 28, 2009)

Company Name: Azim Group

Company Location: Kalurghat Industrial Area, Chattogram.

Department: HR, Admin & Compliance, **Reporting to:** ED (Operation)



AZIM GROUP

Duties/Responsibilities:

*General HR Practice; Management development training; HRIS software based payroll; Compliance issues, various type of office correspondence, Prepare speech for the Chairman etc.

6) Sergeant (February 25, 1990 - February 24, 2008)

Organization Name: Bangladesh Air Force (BAF)

Company Location: Dhaka, Chattogram & Jashore

Department: Admin, **Reporting to:** Concerned Officer Commanding (OC)



Duties/Responsibilities:

Any task as and when ordered by superior / senior/ Commanding Officer (Average criteria of task - Staff Controlling & motivation, Office Management, General Administration, Safety & Security, Instructional Duties, worked with Training Program, Event Management, Liaison / Coordination with given task & PS to Director (preparing draft of speech for lecture program, Planning Council Meeting & workshop home & abroad), Intelligence duty with VIP/VVIP protection & Protocol, Security coordination concern with foreign delegates during staying at Pan Pacific Sonargaon and Hotel Sheraton in Bangladesh etc.

Academic Qualifications:

Exam Title	Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	HRM	Stamford Univ BD	CGPA:3.81 out of 4	2007	02 Yrs	VC Scholarship
MSS	Pol Sc	National University	2nd Class	2001	02 Yrs	-
LL.B	Law	National University	3rd Class	2004	02 Yrs	-
BA (Pass)	Arts	National University	2nd Division	1994	02 Yrs	-
HSC	Science	Govt. Gurudyal College	1st Division	1988	03 Yrs	-
SSC	Science	Gonda High School	2nd Division	1985	10 Yrs	-

Professional Qualifications:

Certification	Institute	Location	From	To
Human Capital Strategy	Philanthropy Univ	USA (Online)	May 10, 2020	May 22, 2020
EHS Training	BATB	Dhaka	January 19, 2016	Jan 19, 2016
Computer Operator	BAF Computer Club	Dhaka Cantonment	January 1, 2006	Apr 24, 2006
Management	BAF Training Wing	BAF Base ZHR, Ctg.	March 11, 2001	Apr 12, 2003
Recruits Training (COAS Trophy & Certificate)	RTS	BAF Base ZHR, Ctg.	February 25, 1990	Dec 20, 1990

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
EHS Appreciation Trg	EHS & OHS	BATB, Dhaka	Bangladesh	Dhaka	2016	01 Day
Internal Auditing	ISO 9001-2015	RM Consultancy	Bangladesh	Dhaka	2015	04 Days
BAF Customized Software	Basic Implementation	205 MU, BAF	Bangladesh	Dhaka Cantt.	2007	02 Wks
Principles of Air Evacuation	Flying Concept & Accident	US Air Force	Bangladesh	No 31 Sqn,	2006	02 Wks

Personal Details

Father's Name : Late Khorshed Alam; Mother's Name: Mst. Shamsunnahar Begum
Date of Birth : November 10, 1970; Gender: Male; Marital Status: Married; Nationality: Bangladeshi
Religion : Islam; National ID: 2690815057465; **Mobile phone number: +8801715272558**

Reference(s):

Reference (1)

Name : MD. MAMUNUR RASHID FCMA
Designation & Organization : **DMD**, X Index Companies
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Relation : Professional

Reference(2)

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Professional

Mahbubul Alam
Dhaka
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