

## K. M. ASRAF-UZ-ZAMAN TAMIM

Assistant Manager, HR || Super Star Group  
MBA in HRM || Jagannath University

*Knack for recruitment, motivated to work through process and people development.*

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### Career Objective:

To work with an organization offering a responsible, challenging and creative work profile; a conducive work culture and a continuous learning environment; where my knowledge, communication skills and technical expertise can be utilized.

### Key Competencies:

- Recruitment
- HRIS & Data Analysis
- HR Operations
- Employee Engagement
- Sales HRBP
- Performance Management

### Employment History:

Employment Details	Major Contributions
Position: <b>Assistant Manager, HR</b> Organization's Name: <b>Super Star Group</b> Duration: From January 2022 - Continuing	<ul style="list-style-type: none"><li>• Successfully completed the recruitment of new business channel</li><li>• Prepared organogram for new business channel</li><li>• Develop and maintain a Talent Pipeline for current and future business needs</li><li>• Updated TA/DA Policy</li><li>• Reduced Sales Officers turnover rate by applying various strategies</li></ul>
Position: <b>Senior Executive, HR</b> Organization's Name: <b>Golden Harvest Group</b> Duration: From January 2019 to December 2021	<ul style="list-style-type: none"><li>• Successfully completed the recruitment procedure for the top-tier and mid-tier</li><li>• Conducted and led the Zonal Recruitment of the Sales Department</li><li>• Built strong communication between HR &amp; Field Force</li><li>• Conducted 5 Walk-in Interview</li><li>• Introduced Basic MS Word &amp; Excel Training for Sales Team</li><li>• Organized several Employee Engagement Programs as Execution Team Leader, led the volunteer team of Dhaka Art Summit</li><li>• Contributed to develop Sales Incentive Policy, Motor Cycle Scheme Policy and Work From Home Guidelines etc.</li><li>• Updated Role Profiles and completed 8 departments &amp; 3 SBU's organogram</li><li>• Smooth final settlement process</li></ul>
Position: <b>Executive, HR</b> Organization's Name: <b>Anwar Group of Industries</b> Duration: From May 2018 to December 2018	<ul style="list-style-type: none"><li>• Recruited over 120 employees by first six months, including COO, Manager, Sales Executive etc.</li><li>• Organizing member of various employee engagement programs, such as- Pahela Baishakh Celebration, Women's Day Celebration, Monthly Birthday Celebration etc.</li><li>• Introduced daily action plan idea</li><li>• Talent mapping</li><li>• Formulated Personnel File Maintenance Policy, Code of Conduct Policy &amp; Dress Code Policy</li></ul>
Position: <b>Junior Officer- HR</b> Organization's Name: <b>ACI Limited</b> Duration: From October 2016 to April 2018	<ul style="list-style-type: none"><li>• Developed CV bank and talent pool for future requirements</li><li>• Conducted 12 Walk-in Interview</li><li>• Conducted the joining formalities and orientation program for the new employees</li><li>• Organized various employee engagement programs, such as- Cricket Tournament, Badminton Tournament etc.</li></ul>

## **Key Job Responsibilities in Professional Career:**

### **Recruitment**

1. Responsible to conduct entire recruitment process of the group; including CV screening & short listing, arrange interview & coordinate with other board members etc.
2. Plan and organize the sourcing of candidates as per the recruitment/staffing plan and complete the recruitment process within the timeline.
3. Advertise the vacant positions through all possible channels both internal and external to source the applications of suitable candidates.
4. Partner with Executive Management on leadership requisitions and assist them in determining and fulfilling their talent needs.
5. Recruitment process documentation, conduct induction and joining formalities.
6. Develop CV Bank and Talent Pool, Talent Mapping.

### **HR Operations**

1. Conduct day to day HR operations related activities.
2. Directly engage to look after over 1400 sales staffs.
3. Maintain strong cross-functional relationships and provide required support & guidelines.
4. Oversee HRIS Management, Compiling and updating employee records and managing employee files.
5. Conduct Exit Interview and process final settlement.
6. Ensure smooth flow of information between Factory HR and Corporate HR.
7. Prepare necessary letters and documents as and when the need arises.
8. Field Visit and meet with field staffs for addressing general queries.

### **OD, Training & Performance Management**

1. Identify the improvement areas in HR related operations in the organization; provide report and possible recommendation to the management.
2. Arrange, coordinate and conduct training.
3. Responsible for organizing the employee engagement and employer branding initiatives, which include arrangements of different cultural and awareness programs, representing the Company in Job Fairs etc.
4. Prepare Job Description, Job Specification, and Role Profile.
5. Develop and update SBUs wise organogram for structural mapping & vacancy analysis.
6. Assist to analyze KPI and evaluate performance.

### **Reporting and Analyzing**

1. Prepare various types of reports & presentations and provide to management, such as- Monthly HR Report, Attrition Report, Sales Team's Performance Comparison, Probationer Feedback Report, Environment Survey Report etc.
2. Make internal survey on different HR related issues & communicates the results to relevant authorities for necessary actions.

## **Academic Qualifications:**

<b>Examination Title</b>	<b>Concentration/ Major</b>	<b>Institution</b>	<b>Result</b>	<b>Passing Year</b>
MBA	Human Resource Management	Jagannath University	3.35 out of 4.00	2016
BBA	Management Studies	Jagannath University	3.24 out of 4.00	2015
HSC	Business Studies	Notre Dame College	4.70 out of 5.00	2009
SSC	Business Studies	Narinda Govt. High School	5.00 out of 5.00	2007

## Training:

Training Title	Topic	Institute/ Organizer	Year
Productivity & Kaizen	Implementation of Kaizen to increase productivity in workplace	National Productivity Organization - Ministry of Industries	2019
Advanced Performance Management (Resource Person: Rupak M Nasrullah Zaidi)	1. KPI based performance management system 2. Balanced Scorecard perspective on performance	WARD & Bdjobs Training	2018
Bangladesh Labour Law (Resource Person: Advocate Jafrul Hasan Sharif)	The Bangladesh Labour Act. 2006	ACI Training Department	2017
Excel For HR	Important MS Excel formulas that are very useful for HR Professionals.	ACI Training Department	2017
Transformation to Professional (Resource Person: Md. Moinul Islam, Director, ACI HR)	1. Professional Etiquette 2. How to cope up with Corporate Life 3. How to deal with Work Pressure etc.	ACI Training Department	2016
Communication Skill (Resource Person: Md. Abdullah-Al-Farooque, Manager, ACI Training Department)	1. How to build better work relationships 2. How to communicate with diplomacy, tact & credibility 3. Email etiquette 4. How to negotiate to win	ACI Training Department	2016

## Skills:

- **Language Skills:** Fluent both in Bangla and English
- **Computer Skills:** MS Office Applications (Word, Excel, Power Point & Visio)
- Have good practical knowledge on **HRIS**

## Personal Abilities:

- Proactive and maintaining confidentiality
- Problem solving ability, goal achiever and target oriented
- Able to work under team effort with strong coordination skill
- Excellent presentation and communication skill
- Ready to extensive travel

## Personal Information:

Father's Name : K. M. A. Quddus  
Mother's Name : Hasina Quddus  
Date of Birth : 28 December 1992  
Interests : Playing Cricket  
Permanent Address : Village: Chorhogla, PO & PS: Mehendiganj, District: Barishal

## References:

### Md. Zahir Uddin

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### Md. Yasin Shohag

HR Business Partner  
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