

Ummay Sumayea Kotha
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Profile Summary

A Human Resources Asst. Manager with more than **6+ years** of progressive experience in Human Resources and Administration. Proven abilities to function as a Strategic HR Business Partner, and develop and implement successful human resources with effective HR Management. Self-motivated with goal setting abilities combined with leadership, team building, effective communication, interpersonal and presentation skills. Fluent in three languages (English, Bangla and Hindi). Core competencies include:

- **Strategic, critical and analytical thinking**
- **Policy/Procedure creation and enforcement**
- **Program development and implementation administration**
- **Persuasiveness and the ability to influence others**
- **Knowledge of business, HR and organizational operations**
- **Effective communication**
- **Interviewing and finalization of on-boarding**
- **Results orientation and drive for performance**

Key Accomplishments

- Designed operational organogram to set up HR functions as a new in the group operation and implemented various HR policies with effective supervision.
- Negotiated & hired more than 200 new and replaced staffs both technical and non-technical in 2015-2021 from factory labor to CMO, CFO, etc.
- Optimized administrative procedures by implementing automated system.
- Developed and managed the coordination of performance reviews of all staffs and conducted salary benchmarking and training needs analysis for each review period.
- Provided successfully overall responsibilities for timely payroll processing over 500 staffs.
- Implemented compensation strategies that promoted retention efforts and reduced turnover.

Training & Technical Skills

Training on Enhancing Workplace Capability, Global People Paradigm: The New People Matrix Management Model, HR Transformation for Twenty First Century, Stress Management, Training on ERP in HRIS

Proficient in Microsoft Office Excel, Word, PowerPoint, Outlook
Familiar with HRIS

Educational & Professional Qualifications

Human Resource Management Competencies, 2019, IBA, University of Dhaka, Bangladesh

MBA from University of Dhaka, 2017, Bangladesh

Post-Graduation Diploma in HRM, 2014, BSHRM, Dhaka, Bangladesh

BBA in HRM, 2013, United International University, Dhaka, Bangladesh

Professional Experience (6+ years)

Institution Name	Position	Duration of Job
Inovace Technologies Limited	Asst. Manager-HR	01 Jan 2022 to till Date
Duties & Responsibilities: <ul style="list-style-type: none"> ➤ Dealing with HR issues, Documentation, Record Keeping & Report writing. ➤ Drafting different types of letters / memos both in English & Bangla. ➤ Maintain Leave management. ➤ Policy, procedure formulation & its implementation ➤ Public Relations & Inter Department Coordination. ➤ Program formulation & implementation Work on performance improvement plan Work on HR Development. ➤ Directs the needs assessment for training, staff development & to enhance the effectiveness of employee performance in achieving the goals and objectives of the company. ➤ Provides a broad range of consultative services to all levels of employees regarding policies and procedures. ➤ Administer the overall management of HR functions including hiring, transfer, termination and separation of all employees of Inovace Technologies Ltd. ➤ Manage recruitment procedures with particular attention to advertising, screening of CVs, arranging written and oral interviews, reference checks, preparation of contracts, and induction of all new hires. ➤ Ensure effective administration of personnel records and files in line with ITL current HR policy and best practices. ➤ Administer performance management systems for all project staff including facilitation of yearly performance appraisal, provision of feedback and initiation of corrective actions. ➤ Develop/revise job description, formats and guidelines and process the yearly staff appraisal. ➤ Prepare all kinds of relevant policies which will be made under the guidance/directions of higher management. ➤ Prepare general official notice and circulate in consultation with appropriate authority. ➤ Check payroll information of staff regularly and provide report to finance section for disbursement of monthly salary. 		
York Hospital Ltd.	Sr. Executive-HR	01 Nov 2018 to 31 Dec 2021
Mir Group of Companies Ltd	Sr. Executive-HR	June 2015 to Jan 2018
Linde Bangladesh Ltd	Apprentice	2014

Personal Profile

Father's Name: S. M. Shafiuddin Ahmed,

Mother's Name: Shahanoor Begum

Date of Birth: 14 October 1988, Permanent Address: Vill:

Naogaon, Post: Naogaon Sadar, Dist: Naogaon

National Identity Card No. 552 621 9612

- References can be provided upon request.