



**MURSHIDUL  
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[https://www.drive.google.com/open?id=1dNzk0KM7VLhsRhwl1tue3cA69IRF\\_9\\_k](https://www.drive.google.com/open?id=1dNzk0KM7VLhsRhwl1tue3cA69IRF_9_k)



## HUMAN RESOURCES PROFESSIONAL

- ♦ **MBA in Human Resource Management** from IBA-Jahangirnagar University with additional state certification in Masters in English, **PGDHRM**.
- ♦ **Extensive background in HR affairs**, including experience in employee recruitment and retention, staff development, benefits and compensation, HRIS management, HR policies development and Organizational Development.

## HR SKILLS

- |  |                                     |                                 |
|--|-------------------------------------|---------------------------------|
| ♦ HR Department Startup                      | ♦ Business Communication Skill      | ♦ HRIS Management               |
| ♦ Factory Administration & Employee Relation | ♦ Payroll & Benefits Administration | ♦ Training & Development        |
| ♦ Factory HR Compliance Management           | ♦ HR Manual/Employee Handbook       | ♦ Staff Recruitment & Retention |
| ♦ Grievance Handling                         | ♦ Organizational Development        | ♦ Performance Management        |
|  | ♦ HR Policies & Procedures          | ♦ HR & Admin Budgeting          |

## PROFESSIONAL SYNOPSIS

Year of Experience: **05 (five) Year**

### 1. One Pharma Ltd.

**(July'2016- till date)**

Assistant Manager- HR & Admin

**(16<sup>th</sup> July 2018- till date)**

**(In-charge; HR & Administration Dept.)**

**(16<sup>th</sup> July 2018- 2<sup>nd</sup> July 2020)**

(Operational Area: Head Office, Factory, Sales Office and Depot Office)

Senior Executive- HR & OD

(January 2017- 15<sup>th</sup> July 2018)

Executive- HR

(July 2016- December 2016)

## Responsibilities & Activities:

### ✓ **Organizational Development:**

- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction

- Maintaining management guidelines by Planning, recommending, developing, updating & implementing different policies and procedures as per Bangladesh Labor Law.
- Championing the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision.
- ✓ **Talent Management:** Coordinate & execute manpower requirement as per approved manpower planning and subsequent recruitment, selection and placement. Also plans and conducts new employee orientation to foster positive attitude toward Company goals.
- ✓ **Compensation & Benefits:** Ensure timely submission of payroll to the finance department get approval from the Managing Director for salary disbursement.
- ✓ **Performance Management:** Systematize implement and carryout an effective and timely performance appraisal process of employee specially for new employee as per performance appraisal policy.
- ✓ **HRIS Management:** Develop and maintain a human resources information system that meets top management expectations.
- ✓ **Employee Engagement:** Arrangement and coordinate the cultural events to enhance employee satisfaction, productivity, retention etc.
- ✓ **HR Reporting:** Monthly reporting to HR activities along with HR & Admin Budget Variance related to activities & outcomes.
- ✓ **Administrative Task:** Coordinate & execute all type of administrative task of Head Office, Factory Office and Depot Office as like Fixed Asset Management, Housekeeping Management, Legal Documentation, Admin Operation, Facility Development, Transport Management.
- ✓ **Business Communication:** Maintain & develop potential business communication with external customers and stakeholders while handling confidential matters with discretion.

#### **Achievements:**

- ✓ HR Manual (Conduct & Implementation)
- ✓ Recruitment Conduct (15+ top management; 30+ mid management & 500+ sales executive level)
- ✓ 15+ HR Policies & Procedures
- ✓ 10+ MOU, Concept Proposal, Business Proposal and Deed of Agreement
- ✓ 20+ HR & Administrative Letter Format
- ✓ HRIS & HRMS Development and Implementation
- ✓ HR & Admin Budget (yearly cost control up to 20%)
- ✓ Successful Export Communication (Pharmaceuticals export to Afghanistan)
- ✓ Employee of the Month (January 2020)
- ✓ Youngest In-charge of HR & Admin dept. among Bangladeshi Pharma companies (Pharma company of 1100+ employees and 9 executives HR & Admin Dept. in Head Office and Factory Office)

2. **Coca-Cola Company** (Abdul Monem Ltd.-Beverage Unit)  
Executive- HR & Admin  
Duration: Feb'2016- June'2016

**Responsibilities & Activities:**

- ✓ **Talent Acquisition:** Ensure the supply of talented workforce through organize & effective recruitment & selection process as a member of TA team.
- ✓ **Employee Orientation & Deployment:** Coordinate all new hire orientation activities/logistics related to the scheduling and preparation of new hire materials, overseeing checklists for all required tasks necessary to onboard new employees and consultants
- ✓ **File Management:** Maintain/update HR records and employee files in accordance with compliance laws, and policies provide organizational change information for charts and presentations.
- ✓ **Leave & Attendance Management:** Responsible for employee leave and attendance management to manage absenteeism and proper work-life balance.
- ✓ **Employee Engagement:** Arrangement and coordinate the cultural events like “Employee of the Month Program”, “Farewell Program”, etc. to enhance employee satisfaction, productivity, retention etc.

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**EDUCATION & CERTIFICATIONS**

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**Professional Credentials:**

Degree	Institute/University/Board	Specialization/Group	Year
MBA	IBA, Jahangirnagar University	Human Resource Management	2015
PGD	United International University	Human Resource Management	2019

**Academic Credentials:**

Degree	Institute/University/Board	Specialization/Group	Year
Master's	National University	English	2010
BA (Hon's)	National University	English	2009
HSC	Khulna Public College	Science	2005
SSC	Nau Bahini School, Khulna	Science	2003

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**OF NOTE**

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**Professional Development:**

- ◆ Participated trainings in the areas of Business Communication, Leadership Skills, HR Analytics, HR Budgeting, HRIS Management, compensation and benefits, employee and labor relation, workplace safety/security and so on.

**Affiliations:**

- ◆ Bangladesh Society for Human Resource Management (BSHRM)
- ◆ Bangladesh Pharmaceuticals Human Resource Society (BPHRS)

**IT Skills:**

- ♦ MS Office 2019
- ♦ HRIS applications (ERP)

**Language Skills:**

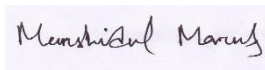
- ♦ English (professional level)
- ♦ Hindi (Fluent)

**References:**

<b>M. Shabbir Ali</b>  Director- Group HR City Group Dhaka, Bangladesh Contact# 01711724976 Relationship: Professional	<b>Shymal Kumar Mukherjee</b>  Deputy Commissioner of Police Dhaka Metropolitan Police Dhaka, Bangladesh Contact# 01712170758 Relationship : Family Friend
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I, hereby, declare that the information stated above is correct to the best of my concern.

Sincerely Yours,



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**Murshidul Maruf**