

Shamim Ahsan Saad

A/1, Extension Pallabi Mirpur, Dhaka-1216.

Cell: - +88 01711081408

Email-Saad22801@gmail.com

Linkedin.com/in/shamim-ahsan-saad-7326b149



CAREER OBJECTIVE:

To be a successful HR Professional in a renowned organization that provides challenging and dynamic working environment with opportunity to implement new system through my gained knowledge & experiences.

CAREER SUMMARY:

More than 8 years of experience in the field of HRM. Started career from very basic level and now managing directly and indirectly a significant number of manpower. Experienced in HR planning, Implementing new policies and SOPs, Organizational Development & Learning & Development.

HR COMPETENCIES:

- Policy Development
- Organizational Development (OD) / Talent Management.
- Labor Law, Employee Relations (ER), Industrial Relations (IR).
- Recruitment, Selection & Talent Sourcing.
- Compensation & Benefit (C&B) / Reward Management.
- Training & Development , Training Evaluation and TNA.

PROFESSIONAL EXPERIENCE :

❖ Employer : Bengal Group Limited- Aranya Crafts Limited & other 03 sister concerns

Employer's Profile: Lifestyle fashion Brand based on Natural Dye & Social Business

Position: Manager-HR & Administration (In charge HR)

Duration: May 2017 to Till Date

Job responsibilities :

- ✓ Implement HR strategies, Organization development strategy, HR policies as well as other organizational SOPs and Leading HR Team of the company being HR In charge
- ✓ Implement HR Transformation & Organizational Transformation process.
- ✓ Management Reporting with Monthly/Quarterly HR Updates.
- ✓ Supervise all HR & Administrative activities for Corporate office & Production unit.
- ✓ Accountable for action plan of HR Operation & organizational development.
- ✓ Supervise all kinds of compliance activated related to factory.

ACHIEVEMENT:

- ✓ Designed various HR form, Prepared some SOP (standard operating procedure)
- ✓ Transformation of HR operation in a 360 degree view
- ✓ Arrange & facilitate different training programs.

❖ **Employer : Rangs Group-Rangs Motors Limited & other 04 sister concerns**

Employer's Profile: Automobile trading company of Large & Small commercial vehicle

Position: Manager-HR (In charge HR)

Duration: May 2016 to May 2017

Job responsibilities :

- ✓ Supervise and monitor all Recruitment & Selection process.
- ✓ Implement HR strategies, Organization development strategy, Formulate HR planning & other organizational SOPs.
- ✓ Introduce PMS system based on KPI throughout the organization.
- ✓ Planning for Employee development plan & succession planning.
- ✓ Grievance handling for all level of staffs

❖ **Employer : Fair Distribution Limited (Samsung Mobile)**

Employer's Profile: National Distributor of Samsung Mobile in Bangladesh.

Position: **Assistant Manager-HR**

Service period: October 2014- April 2016.

Key responsibilities :

- ✓ Responsible for Recruitment & Selection through Vacancy assessments
- ✓ Assist in developing strategy and policy for HR operation.
- ✓ Monitor TNA Assessment, prepare training module, Conducting orientation & induction program

❖ **Company name : Epyllion Group**

Employer's Profile : large conglomerate of Textile and Garments operation

Position : **Executive- Corporate HR** ; Department: HR, Admin & CSR

Service period : February 2013 - October 2014

Key responsibilities :

- ✓ Assist in handling all critical dispute related cases raised/filed.
- ✓ Maintain lawful disciplinary action procedures.

❖ **Company Name: Grameenphone Ltd Bangladesh (Telenor Group)**

Employer's Profile: Telecommunication service provider company

Position: **Executive**; Department: Commercial & People Management

Service period: May 2008- January 2013.

Key responsibilities:

- ✓ Identify the critical problem and escalate to back office.
- ✓ Participate in different student employee recruitment process.

EDUCATIONAL BACKGROUND :

Master in Business Administration(MBA)- Institute: East West University, Concentration: Human Resource Management (HRM), Year : 2012

Bachelor of Business Administration (BBA)- Institute: North South University, Concentration- International Business, Year : 2010

Higher Secondary Certificate (HSC)- Govt. Science College, Dhaka Board, Year 2005

Secondary School Certificate (SSC)- Monipur High School, Dhaka Board; Background: Science, Year-2003

PROFESSIONAL QUALIFICATION:

- ✓ Leadership Certificate in Managerial Communication (**LCMC**)
Institute: **Institute of Business Administration (IBA)**; Session : 2018.
- ✓ Post Graduate Diploma in Human Resource Management (**PGDHRM**) from
Bangladesh Institute of Management (BIM); Session-2014.

TRAINING & WORKSHOP:

"The 7 Habits Of Highly Effective People- franklin Covey"

Organized by: Mahindra & Mahindra(Mumbai); Duration: 2 days long workshop
dated on: 16 & 17th January, 2017.

"Future CEO"- Executive Leadership Training

Organized by: LIGHTHOUSE Bangladesh. Duration: 2 days workshop dated on: 7 & 8th October, 2016.

PUBLICATION:

- ✓ Publication assistant of "**Bangladesh Labor Law-2006 (including all amendments till today)**" with Advocate Mohammed Babar Chowdhury.
- ✓ Joint publication of "**Onshogrohonkari Committee- Ain, Bashtobota Abong Prayoghik Prokkriya**" (Participation Committee–Law, Reality and Its Implementation Procedures).

ACKNOWLEDGEMENT:

"I CERTIFY THAT ALL INFORMATION STATED IN THIS RESUME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE RECEIVER OF THIS CV TO VERIFY THE INFORMATION PROVIDED IN THIS RESUME."

Signature:



(Shamim Ahsan Saad)

Date: 14/01/2020