



Human Resource

## PINTU KUMAR DEB NATH

Address: Pintu Kumar Deb Nath, Manager-Human Resources & Admin. Milvik Bangladesh Ltd.  
Ambon Complex (12th Floor), 99 Bir Uttam AK Khandakar, Mohakhali C/A, Banani, Dhaka  
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### **Career Objective:**

To develop a career in HR (MNC/banking/corporate sector) that ensures me the best use of my knowledge, potentials and creativity. To work in an environment where there is an opportunity for self-assessment and improvement in both individual and group

### **Career Summary:**

- > Manager-Human Resources & Administration in MILVIK Bangladesh Ltd (Oct, 15 to till now)
- > Associate Manager, Recruitment & Relationship, HR & Administration & HR operation in BRAC Bank Ltd from (Dec, 10 to Oct, 15)
- > Key Account Executive in PEOPLE SCAPE (Mar, 08 to Dec, 10)
- > Field Controller & Supervisor under Market Accesses Provider Ltd. (Oct, 2005 to Mar, 08).

### **Special Qualification:**

Recruitment process, Talent Hunt, Separation Process, HR Administration. Archive Management, Payroll Process, Payment process, HR Software development, Training & Employee insurance.

### **Employment History:**

**Total Year of Experience:** 14.9 Year(s)

#### **1. Manager-Human Resources & Admin (October 1, 2015 - Continuing)**

##### **MILVIK Bangladesh Limited**

Company Location: Mohakhali, Dhaka

Department: HR & Admin

##### **Duties/Responsibilities:**

- a) Managing human resources, operations by recruiting, selecting, orienting, training, coaching, counselling, & disciplining technical staff; planning, monitoring, evaluating performance
- b) Develop organisation's policies, different forms, formats for smooth HR & Admin functioning, Training Module, plan & its related work, HR manual, succession planning, conducting performance appraisal, talent acquisition, compensation & benefits and ensure successful implementation of these.
- c) Prepare HR Plan in line with the company business plan.
- d) Design and conduct induction/orientation program for new employees & Develop retention policy to attract and retain qualitative employees.
- e) Advise top management regarding policy matters and recommend necessary changes.
- f) Maintain salary structures & update active list and disburse employee salary and allowances

- g) Maintain employee Insurance in company & also maintain as per requirement.
- h) Ensure separated employees end service benefit & disbursement.
- i) Leave Management & assist in introducing HRIS.
- j) Update origination chart & share time to time with management.
- k) Working to introduce KPI for business & support Unit
- L) Deal any other critical & sensitive cases in HR related & other organisational issues as per labour law.

## 2. **AM - Recruitment, Relationship & HR Operations (December 8, 2010 - October 1, 2015)**

### **BRAC Bank Limited.**

Company Location: Dhaka

Department: Recruitment, Relationship & HR Operations

#### **Duties/Responsibilities:**

Recruitment & relationship

- a) CV archive management & also provide CV numbers against those CVs which are selected for the interview.
- b) Download CVs from on-line job sites (BD Jobs or others portal) & also those who directly apply in company email address & maintain the database of internal job circular & reference CVs of management body & employees friends & family.
- c) Consult with supervisors on different recruitment issues that needs proper attention & also coordinate and follow up regarding interview issues with the relationship team.
- d) Working as a part of the new technology- based CV Bank and the E-recruitment process.
- e) Issue Reference Letters for the new employee as well as existing employees, if required.
- f) Continuous follow-up with the employees and Relationship Management Team regards pending issues of reference feedback.
- g) Interview Status email to Sr. Management for process with MEMO.
- h) Prepare appointment & Joining Documents (FTE and HR-Contractual).

HR Operations:

- a) Make Termination Letter, Dismissal & Some other administration related letter.
- b) Liaison with the clearance process stakeholders to get other divisional clearance for smooth clearance formalities of the resigned staff.
- c) Ensure that all financial liabilities towards the bank is duly paid by the resigned staff as per the policy guidance.
- d) Ensure filled up exit interview form of the separated employees and ensure HR Operations part of the Employee Clearance Form is filled up properly.
- e) Once a final settlement gets approved, prepare Release letter & experience certificate as and when applicable in the course of time.
- f) Assist in the ID requisition process. (Replacement & Newly Join employee).
- g) Organic Management (Old File) & Archive Management (Active employee).
- h) Employee Insurance, HR Benefits & HR TAI UP.
- i) Work with HR-payroll team for Monthly salary process & PF, GF management.

## 3. **Key Account Executive. (March 16, 2008 - December 5, 2010)**

### **Peoplescape (Market Access Group)**

Company Location: DHAKA

Department: HR Operations (HR)

#### **Duties/Responsibilities:**

Project Administrator:

Project documents, leave related work, ID card, Project agreement letter, recruitment, Termination & daily Admin related work.

Compliance: of Labour Law with recent & incoming agreements with company to company.

Handle legal matters: Employees any legal issues, legal documents, Interaction with Clients with new HRIS & HR operations related matters, new HR policy, etc. Assist in ID requisition process of new employees & replacement of old ID if lost or any other issues.

Update: daily MIS for client & company use, make report of hiring & firing also.

Others: Project Procurement & Vendor Management, OT & Leave Management.

Payroll process: Salary sheet process, OT sheet process, Salary Disbursement in differing channel-Bank, Post office, Courier service. Make bill for the client & also process to collect payment.

#### 4. **Field Controller & supervisor (October 1, 2005 - March 10, 2008)**

##### **Market Access Providers Ltd.**

Company Location: Dhaka

Department: Direct Marketing

##### **Duties/Responsibilities:**

- Monitoring the performance levels of all individuals in the sales employees and determining the training requirements.
- Update daily sales MIS for client & company use, make report of hiring & firing of all employees.
- Develop attach plans for key Direct prospects and close direct customer business.
- Submit quotes and instruct, direct reports to submit quotes to customers and negotiate as necessary to secure the contracts
- Work with Business Development representatives to bring in new business.
- Supervise Survey campaign. Team creation & Supervise their work. Time to time reporting & plane for new Survey. Make root plane for the next day work. Introduce new ideas in the work. Help teamwork (BP, s).
- Deposit sales amount on Banking channel.

The Projects are: Banglalink Upper Class, Banglalink DESH, Nestle, Fair & Lovely D2D Project, Finlay tea etc.

#### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA (HRM)	Human Resource Management	University of South Asia	CGPA:3.48 out of 4	2011	16 Months	-
Master of Arts (MA)	Philosophy	University of Chittagong	CGPA:3.46 out of 4	2004	1 Years	3rd position in MA (final)
Bachelor of Arts (BA)	Law	National University	Enrolled	2021	2 Years	-
Bachelor of Arts (BA)	Philosophy	University of Chittagong	CGPA:3.51 out of 4	2003	4 Years	Scholarship for 3rd position at BA (Hons).
HSC	Commerce	Govt. Hazi Moham mad Moshin College	Second Division, Marks:52.8 %	1998	2 Years	-
SSC	SCIENCE	B.I.T Campus High School.	First Division, Marks:64.2%	1996	5 Years	Get a Scholarship in class eight

#### **Bdjobs-AMCAT Employability Certificates**

Test Name	Test Date
<b>Human Resource</b> ( English, Human Resources, Logical Ability, MS Excel, Personality, Quantitative Ability)	December 22, 2019

#### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Labor Law & Labor Rules 2015	Labor Law & Labor Rules Bangladesh	WARD Training Academy	Bangladesh	Dhaka	2017	8 Hours
Grievance Handling, Conflict Mgt & motivation at Workplace	Grievance Handling, Conflict Mgt & motivation	Business Express	Bangladesh	Dhaka	2014	8 Hours

Global Alliance " For Banking on Values	The Global Alliance for Banking on Values is an independent network of banks using finance to deliver sustainable development for unsaved people, communities and the environment.	BRAC Bank Ltd. (HRD)	Bangladesh	1, Gulshan avenue , Gulshan 1, Dhaka	2012	1 hours
Orientation Training for Newly Joined Employees	General orientation, Overview of Financial, ERP & Information Security, Dept. Attachment.	BRAC Bank Ltd Training Institute	Bangladesh	Anik Tower, BRAC Bank Ltd.	2011	3 days
NI ACT & ICC	NI ACT & ICC	BRAC Bank Ltd Training Institute	Bangladesh	Anik Tower, BRAC Bank Ltd.	2011	2 Days
Service Excellence Workshop	Service Excellence Workshop	BRAC Bank Ltd Training Institute	Bangladesh	Anik Tower, BRAC Bank Ltd.	2011	2 days
Advance Excel Training	Advance Training about Excel-2007	BRAC Bank Ltd Training Institute	Bangladesh	Anik Tower, BRAC Bank Ltd.	2011	16 hours
Banglalink Upper Class	Direct Sales	Market Access Providers Ltd	Bangladesh	House # 20/c, Road # 26, Gulshan - 1, Dhaka 1212	2007	7 Days

#### **Professional Qualification:**

Certification	Institute	Location	From	To
Foundation Training Course	Bangladesh Institute of Bank Management (BIBM)	Dhaka	December 17, 2012	December 31, 2012
Introduction to computer Application packages and programming	Bangladesh Computer Council	Chittagong	July 26, 2006	October 7, 2006

#### **Career and Application Information:**

Looking For	: Mid-Level Job
Available For	: Full Time
Preferred Job Category	: General Management/Admin, Customer Support/Call Centre, HR/Org. Development
Preferred District	: Cartogram, Dhaka
Preferred Country	: India, Nepal, United Arab Emirates
Preferred Organization Types	: Banks, Leasing, Investment/Merchant Banking, Telecommunication, Training Institutes, IT Enabled Service, Multinational Companies, Garments, Hospital, Manpower Recruitment, Group of Companies, Share Brokerage/ Securities House

#### **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"> <li>HRIS</li> <li>Labor Management</li> <li>Recruitment</li> <li>Job Analysis &amp; Manpower Planning</li> <li>Administration</li> <li>Human Resources</li> <li>Training &amp; Development</li> <li>Compensation/ Benefits/ Attendance/ Leave Management</li> </ul>	Communication skills: I have strong Communication skills. I am a good listener. Also good in Verbal/Non-verbal & Written communication

<ul style="list-style-type: none"> <li>Communication skills</li> </ul>	
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Extra Curricular Activities:

Member of Alliance Française de Dhaka.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Low	Low	Medium

Personal Details:

Father's Name

: Basudeb Nath.

Mother's Name

: Milon Rani Deb Nath.

Date of Birth

: September 29, 1981

Gender

: Male

Marital Status

: Married

Nationality

: Bangladeshis

National Id No.

: 19811315813595762

Religion

: Hinduism

Permanent Address

: Vill: Jagatpur, Post: Bazar Jagatpur, Kachua, Chandpur

Current Location

: Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	Md. Zakiul Alam Sarker	Deneb Latif
Organization	Bangladesh Bank	Standard Chartered Bangladesh
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Relation	Professional	Professional