




# SHAFAYET HOSSAIN REZVEE

HUMAN RESOURCE PROFESSIONAL


## PROFILE AT A GLANCE

A highly-motivated, results-driven individual seeking the opportunity to serve your company by utilizing 12 successful years of experience in HR Operations, Payroll and Talent Acquisition Management ; with a demonstrated history of working with renowned Ecommerce, Health-tech, Marketing, Tobacco & manpower outsourcing companies and specialize in HR Operation & Talent Acquisition planning, executing, budgeting and strategies development.

## CONTACT

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## EDUCATION

International Islamic  
University Chittagong (IIUC),  
Bachelor in Human Resource  
Management in 2010

## WORK EXPERIENCE - 1

### Head of HR Operation & Talent Acquisition BONDZ Limited

FEB 2021 - PRESENT



- Lead various projects and develop and execute the HR operational plans in line with clients' objectives and manage the operational budget.
- Oversee our payroll and performance evaluation systems
- Conceptualizing and executing the promotions and rolling out the impactful operations
- Driving the full spectrum of recruiting and selection activities
- Creating and implementing talent acquisition strategies for leadership, mid-career, and graduate hiring
- Manage, train, and evaluate our team of recruiters
- Build talent pipelines for current and future job openings
- Lead all sourcing strategies

## WORK EXPERIENCE - 2

### Head of HR Operation Talent Centric Limited

OCT 2018 - JAN 2021



- End to end HR operation management of the nationwide spread 12000+ employees in 437 different locations
- Plan and monitor the day-to-day operation of nationally spread outsourced manpower operation of Japan Tobacco Int. Bangladesh and ensure the company's smooth progress
- Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements
- Manage relationships/agreements with clients/external partners/vendors
- Lead & guide payroll, C&B, SHE, & HRIS teams of HQ and national widespread Field Operation teams in an effective and efficient manner
- Provide tactical and strategic directions
- Act as a spokesperson & maintain liaison with clients
- Deciphering field intelligence and responding to the situation

## ACHIEVEMENTS

- Successfully operated partner acquisition, customer acquisition, customer activation campaigns & road-shows nationally (**Ecommerce**)
- Successfully organized, managed & operated the largest workforce of the country at once- 25,000 people nationwide (**Ecommerce**)
- Successfully led 52 national & 23 region-specific campaigns of British American Tobacco at interspersed (**Tobacco**)
- Successfully led 11 national campaigns of Japan Tobacco Bangladesh at Ignition (**Tobacco**)
- Planned, led, and implemented the end to end AUTOMATION system of trade marketing operation of BATB (**Tobacco**)
- Successfully led HR operation of 12,000 manpower nationwide (**Tobacco**)
- Successfully led 10,000 employee transition from DTI to Talent Centric during DTI acquisition by JTI (**Tobacco**)

## WORKSHOPS

- **Recruitment, training & PA** at Prothom-Alo Jobs in 2010
- **Effective Presentation Skill** at Prothom-Alo Jobs in 2010
- **Brand Management: Aligning Business, Brand and Behavior** by Mr. Nader Tavassoli
- **HR Analytics & Dashboard** at ThrivingSkill
- **Managing High Performers** at LinkedIn Learning

## WORK EXPERIENCE - 3

### Head of Business

#### Ignition Sales & Marketing Limited

APR 2020 - JAN 2021



- Responsible for bringing new businesses
- Improving effective trade marketing plans for clients, successful execution in the market.
- The activities are not limited to Merchandising, Consumer Engagement, Brand Activation, Event Management, Loyalty Program & POS design idea
- Responsible for designing effective trade marketing plans for clients, successful execution in the market. The activities are not limited to Merchandising, Consumer Engagement, Brand Activation, Event Management, Loyalty Program & POS design idea

## WORK EXPERIENCE - 4

### Account Manager

#### Interspeed Marketing Solutions Ltd.

MAR 2017 - SEP- 2018



- Key person to coordinate all the national trade marketing activities for British American Tobacco to Bangladesh market
- Develop business and operational strategy for merchandising project and present an operational framework to the client for approval or modification;
- Prepare commercial budget and ensure all the expenditures within the budget
- Lead (through proper command structure) team of 1,500 people of diverse skills and expertise

## WORK EXPERIENCE - 5

### Operations Manager

#### Interspeed Marketing Solutions Ltd.

OCT 2015 - FEB 2017



- Oversees brand data and analytics and emerging market trends to strategize ways to increase visibility share.
- Design training materials, proper follow up of the training schedule, and archiving of the training documents to capture the development program efficiency
- Authenticate the Field Force Evaluation result and ensure the quality of the Evaluation are aligned with the set rules

## WORK EXPERIENCE - 6

### HR Executive

#### Interspeed Marketing Solutions Ltd.

SEP 2010 - SEP 2015



- Archive the recruitment/discontinuation/notice related documents as per the retention schedule
- In time salary prepare as per evaluation & in time disbursement
- Assist in timely and cost-effective execution of training program