



JAKER S ABDULLA, SHRM-CP®

HR Professional & OD
SPECIALIST



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FAVORITE HR QUOTE

“Human Resources isn’t a thing we
do. It’s the thing that runs our
business.”

----- Steve Wynn-----

PROFILE

Creative, result-oriented HR generalist with years of experience in core HR practice in reputed multinational & local companies. Looking to contribute and grow with an organization that will utilize my MANAGEMENT & LEADERSHIP skills for maximum success of HR functions and reaching a sustainable strategic objectives of the company.

GLOBAL CREDENTIALS & PROFESSIONAL EXPERTISE

- SHRM-CP certified Professional
- Certified Human Resource Business Partner (cHRBP)
- IRCA-CQI Certified ISO 9001:2015 QMS Lead Auditor
- Expert in Bangladesh Labor Law & policy writing
- HR Analyst & Freelance Financial Analyst
- Organization Development Agent & Change Manager
- Learning & Development specialist, GDP Trainer

MAJOR ORGANIZATIONAL ACHIEVEMENTS

1. Single handedly prepared **Employee Service Rule of Aristopharma Ltd.** highlighting and summarizing existing rules & policies in most legalized way.
2. Lead effector in organization development system implementation process in Miniso Bangladesh Ltd. Rahimafrooz Superstores Ltd & Sajeeb Logistics Ltd. by establishing **HR process, strategies, policies, administration and systematic approach** following approved HR policies for an effective Corporate Culture.
3. Initiated & implemented ERP based integrated HRIS in Miniso Bangladesh Ltd. including automated KPI process for staffs.
4. Implemented customized L & D Management system for Miniso Bangladesh Ltd. for entire training program record and evaluation process.
5. Conducted & coordinated more than **100 hours of Management Development Program** organized for in-house executives and external professionals.

CAREER HIGHLIGHTS

1. Head- HR Operations (May '19- Present)
Miniso Bangladesh Ltd.
Lotus Kamal Tower, Nikunja, Khilkhet, Dhaka



Miniso, the fastest growing global retail chain brand driving across 114 countries of the world with more than 5500 stores worldwide.

Key role as HR & Admin Head

Planning, developing, executing & monitoring yearly strategic HR plan of the company
Lead facilitator of L & D program of Miniso Bangladesh Ltd.
Preparing all relevant policy, procedures, SOP's, formats, guidelines, master procedure as part of organization development process for Miniso Bangladesh.
Play lead role in all key business decisions with Top Management regarding business objectives & strategic plans.
Key member to facilitate integrated HRIS and lead the ideation and upgrading of the HRIS.

PROFESSIONAL MEMBERSHIP & FURTHER CREDENTIALS

1. **Core Committee member of AsiaHRM**, largest HR professionals network in Asia
2. **.Country Lead of Bangladesh for AsiaHRM.**
3. **cHRBP Faculty member of AsiaHRM**
4. **Associate Member: ABIA** (Associate of **Bangladesh Insurance Academy**) obtained in 2013.
5. Senior Member of **Bangladesh FMCG HR Society**
6. **PGDPM** Obtained in 2006 from Bangladesh Institute of Management (**BIM**).

PROFESSIONAL SOFT SKILLS

1. Excellent fluency in English. Both verbal and written. **Level-5 (native speaker)**
2. Excellent in **team building and leading**. Proven team leader.
3. **Hard worker, capable to work under pressure & Skilled in multitasking.**
4. Excellent ICT & Computer skills (MS Word, Advanced Excel, Outlook, Powerpoint, Access, Visio etc.)
5. Always turn up with innovative ideas & Quick thinker to take right decisions.

TECHNICAL EXPERTISE

1. Expertise on **Talent Acquisition, Talent Management, Learning & Development Activity.**
2. Expert in **Policy preparation**, revision and implementation according to the law of the land.
3. Sound Knowledge on **QMS & TQM, ISO 9001:2015, BLA-2006.**

2. Deputy Manager, HR Operations (Dec'17- Apr'19)

Sajeel Group, 2 Indira Road, Farmgate, Dhaka.



Lead HR personnel responsible for Sajeel Logistics Limited for entire HR, Admin & Compliance Activity
(Reports to-Managing Director)

Dedicated for entire organizational HR development activity including but not limited to

Recruitment Lead/ Talent Acquisition Lead:

Primarily responsible for recruitment of right kind of talent from sales and operational background for executive/ non-executive grade.
create competency framework, job analysis and subsequent job description for projected head count based on yearly manpower plan.

Organizational Development Tasks

Dedicated for developing overall strategic HR operational process aligning with organizational objective & planning.
Prepared lead policies, SOP's, Master procedure adhering ISO standard and principle.
Employee competency mapping, process flow-chart of HR processes.
Executing productive results by implementing employee oriented steps to ensure maximum productivity and retention.

Learning & Development:

Create and execute learning strategies and programs for executives, managers & outlet staffs.
Evaluate individual and organizational development needs.
Lead Trainer for Leadership development programs & sessions along with particular HR learning & behavioral session.

3. In Charge, HR Operations (June-15 – Nov'17)

Rahimafrooz Superstores Ltd. Mohakhali C/A, Dhaka.
(Reports to Manager-HR & Admin)



Recruitment Lead using SAP:

1. First Person Responsible (FPR) for Recruitment & Selection Process.
2. Specialist on Job Analysis, Role Profile analysis, Interviewing Technique, selection & placement, on-boarding & induction, Job Rotation, orientation.
3. Employee competency mapping, Benchmarking, recruitment cost, turnover cost, HR Metrics, HR planning & budgeting with top management.

Learning & Development (SAP):

1. FPR for preparing quarterly & yearly L & D Plan & Budget.
2. Preparing & maintaining formatted department wise & employee wise TNA, TTEE, external & internal facilitator sourcing.
3. Facilitate Employee Induction Program, setting training objectives, Training design, Counseling & Mentoring.

KRA Based Performance Management (SAP):

1. Handled KRA (Key Result Area) based performance management system using integrat
2. Used qualitative & quantitative percentile for KRA for yearly/ mid-year review.
3. Conducted performance management system training for effective KRA preparation.

C & B Activities:

1. Handled disciplinary issues, Grievance Handling procedure in compliance with labor la Bangladesh & company policy.
2. Executed transfer, promotion and separation of employees as per company's requirem

EXTRA - CURRICULAR LOGS

1. Singer, Guitarist, Lyricist, Music Composer.

2. Troop leader of Armanitola Govt High School Scouts under **Bangladesh Scouts** (1994-1998)

3. Participated and awarded with prize in various forms of **debate competition, singing competition, art competition.**

4. Was an active **theatre member** in Nagorik Nattayongon.

5. Member of **Leo Club** of Dhaka Flower Garden Under Lions Club of Bangladesh.

6. One of Top 20 Contestants out of 7500 contestants in 2006 Djuice Rockstars Organized By GP-Channeli Music Competition in 2006.

TRAINING RECEIVED

Participated in numerous training sessions based on the topic of

1. Leadership & Managerial communication.
2. Various HR operations related issues incl R & S, PMS, T & D etc.
3. Stress & Anger Management.
4. ToT (Training of Trainers).
5. Bangladesh Labor law 2006 and its amendments.
6. General Insurance Principles.
7. Health & Safety law.
8. QMS implementation & Auditing Principles.

from:

1. Bdjobs training
2. prothom-alo jobs
3. Bangladesh Insurance Academy (BIA)
4. Rahimafrouz In-house sessions
5. CIPD (UK)
6. Coursera (Online)
7. Edx (Online)

IN HOUSE & EXTERNAL TRAINING FACILITATOR

1. Stress and Anger Management Session
2. ToT (Training of the Trainers)
3. Customer Service Playshop
4. Training on Professional Etiquette
5. Understanding Quality Management System
6. How to be a Great Store Manager
7. Blessings of Networking

4. Senior Officer, HR (July'13-May'15)
Officer, HR (Aug'10-Jun'13)
Aristopharma Ltd. 7, Purana Paltan Line, Dhaka-1000
 (Reports to GM-HR)



1. Actively engaged in recruitment of Executives/officers for principal office. Walk-in-Interview of medical representatives. Joining Particulars, Posting finalization
2. Successful administration of 540 employees out of 5000 employees. Appointment, confirmation, Increment, promotion, transfer, termination of corporate employees.
3. Daily Leave & attendance management, disciplinary action, exit interview and counseling, Grievance handling etc.
4. Regular activities on Employee performance management & talent management procedures.
5. Regular Participation in Reward & recognition process & team discussion of culture & workplace satisfaction process.
6. Assisting in preparing Training budget, program, TNA TEE, trainer sourcing, training organization sourcing, training record keeping.
7. Arrange periodical leadership training & modules yearly.

ACADEMIC CREDENTIALS

1. MS (International Human Resource Management),
 University of East Anglia, Norwich Business School, UK
 Result: First Class, (2009)

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| 2. MBA (Management) : | Result 3.40 out of 4.00; | Asian University of Bangladesh (2006) |
| 3. BBA (General) | Result: 3.54 out of 4.00, | Asian University of Bangladesh (2005) |
| 4. H.S.C (Business Studies) | Result: First Division; | Dhaka City College, Dhaka (2000) |
| 5. S.S.C (Business Studies) | Result: First Division; | Armanitola Govt High School, Dhaka (1998) |

OTHER CERTIFICATIONS:

1. **Inspiring Leadership Through Emotional Intelligence**
 Case Western Reserve University (Coursera Online)
2. **Inclusive Leadership Training: Becoming a Successful Leader (Course Code ILX1)**
 Catalyst (strategic talent management Org. from Chevron & P&G) (edX Online)
3. **Human Resource Management; HR for people managers**
 University of Minnesota (Coursera Online)

PERSONAL PROFILE

Father: Late M A Jabbar
 Mother: Syeda Nasrin Banu
 Date of Birth: September 24, 1982
 Home District: Mymensingh
 Religious Ethnicity: Sunni
 Married with twin boys of 8y each.

REFERENCE

Available upon request