

ROZA GREEN, FLAT # I3; 165 SHANTI NIKETON, TAJGAON, DHAKA-1208
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MOHAMMAD ALI ULLAH



OBJECTIVE

I have a passion for learning & work in a challenging environment where I have a real chance to use my skills, experience and can make my work a mutual value adding exercise.

JOB EXPERIENCES

PRESENT JOB:



THE PIPELINE ENGINEERS AND ASSOCIATES LTD (PEAL)
R # 28, H # 57 Gulshan 1, Dhaka
www.peal.com.bd

Sr. MANAGER, HR & ADMIN
(Acting Head of HR & Admin)
From December, 2018 to till now

KEY RESPONSIBILITY:

1. Manpower Planning and Budgeting:

- Planning and budgeting of human resources for the organization with the concerning with the concerned department by analyzing the business as well as the growth.

2. Talent Acquisition:

- Lead the recruitment process as per the PEAL guideline following competency-based interviewing methods.
- Set and design interview materials and techniques like the interview, assessment center in light of the set competency for each position.
- Lead and plan the entire recruitment and selection to all technical and cross-functional team members.

3. Orientation & Induction:

- Planning and placing the new joiners for their orientation and induction program so that they may know the organization and its business.

4. Talent Management:

- Lead the talent management project in consultation with business heads.
- Work with different Team members and Department Heads to identify appropriate resource requirements for each account and project.
- Find out the right talent based on performance & potential matrix.
- Take care of the right talent and plotting their career path by following the 9-box matrix.
- Lead the succession planning process for a different level of employees across the organization.

5. Learning & Development:

- Prepare the annual training calendar as per the need derived from yearly performance appraisal data, TNA, and supervisor's recommendation.
- Lead and conduct the thorough TNA process for the employees by using different techniques.
- Develop training programs and prepare content for Tender Team, Construction, and all other relevant programs.
- Lead the active role in training delivery.

6. Organization Development & PMS:

- Prepare and update role profile from time to time for every position based on prescribed competency mapping, role expectation, reporting line, key success factor, etc.
- Play the key role in creating good learning culture across the organization.
- Lead the entire Performance appraisal and assessment process to ensure on-time compensation.

7. HR Operations and HRIS:

- Manage the HR team members to get the job done regarding offer letter, joining, separation, leave, and other day-to-day HR operations.
- Play an active role in delivering on-time HR service delivery for all the employees across the organization through the centralized team.
- Lead the HRIS and manage all the activities of employees through HRIS with the help of team members.
- Play the active role in different investigation procedures whenever required as per BLA 2006.

8. Employee Engagement:

- Actively participate and manage the employee engagement survey along with FGD (Focus Group Discussion), counseling, etc.
- Lead and manage the value sessions for the employees across the organization and different locations.
- Lead the process of value champion and employee of the month award in the company and the project.

9. Policy Formulation:

- Analyzing the existing system and process for the betterment of the organizational development formulating different policy which is pertinent to the business of the organization and compliant to the local laws as and when required.

10. Admin:

- Monitoring and ensure facility management (Head office and project office rent, Cleaning, Security, Transport, Canteen & Electricity & Water)
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- Follow up the local purchased procedure & delivery on time.
- Review all service contract including Terms and Conditions with agency and renewal all necessary license/certificates.
- Manages the set-up and day to day delivery of office management; vendor and supplier relationships to meet operational needs.
- Liaise with local Govt bodies as per the instruction of the Management.
- Responsible to monitor expatriate's issues including visa processing, accommodation, transport and others.

KEY ACHIEVEMENT

- Closure of top-level pending vacancies within 70 days of joining the company namely Head of Business Development (GM level) and introduce a new department namely Business Development.
- Successfully prepare new 10 HR policies and amendment 04 HR policies involving with all stakeholders in alignment of management guideline.
- Successfully introduce Group Insurance Policy in August 2019 to provide financial support for the employees of PEAL.
- Successfully MOU sign with 7 Hotel & Service Apartment for company guest & 2 GYM for employee fitness.

PREVIOUS EXPERIENCE:



iPAY SYSTEMS LTD.
52 Gulshan Avenue, Dhaka
www.ipay.com.bd

SR. ANALYST, HR (Manager Grade)
From November, 2016 to December 2018

KEY RESPONSIBILITY:

1. Compensations & Benefits:

- Monitoring salary structure and benefits at all times.
- Define a fair, equitable and competitive total compensation package that fits and is aligned to our company's strategy and business goals;
- Develop a consistent compensation philosophy in line with work culture and organizational objectives;
- Assess employees needs by conducting organizational psychology surveys to find out what motivates and engages employees;
- Participate in salary market surveys to determine prevailing pay rates and benefits;
- Calculate company & employee Taxes and make sure proper execution.

2. Recruitment and Selection:

- Establishes recruiting requirements by studying organization plans and objectives; discuss needs.
- Builds applicant sources by researching and contacting universities, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport;
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites and our official career page.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.

3. Learning and Development:

- Draw an overall or individualized training and development plan that addresses needs and expectations Identify training needs assessment;
- Ensure training needs assessment (TNA) that enables the scheduling of training programs to fit the needs of the individual and business strategy.
- Design and organize training sessions on different functional and technical skills through renowned Trainers from home and abroad;
- Evaluate efficiency and effectiveness of pre-and post-training programs;

4. Policy Formulation:

- Analyzing the existing system and process for the betterment of the organizational development formulating different policy which is pertinent to the business of the organization and compliant to the local laws as and when required.

KEY ACHIEVEMENT

- Closure of two CMO level pending vacancies.
- Successfully prepare new HR policies involving all stakeholders in alignment of management guideline;
- Successfully complete campus job fair in BUET & SUST.



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www.sslwireless.com

DEPUTY MANAGER- HR

From January, 2014 to November, 2016

KEY RESPONSIBILITY:

1. Manpower Planning and Budgeting:

- Planning and budgeting of human resources for the organization with the concerning with the concerned department by analyzing the business as well as the growth.

2. Recruitment and Selection:

- Responsible for overall staffing operation of the company.
- Ensure timely recruitment of the desired level of new hires as per Yearly Recruitment Plan.
- Sourcing of right talents for right positions using both in-house and third-party/consultants' logistics.

3. Orientation & Induction:

- Planning and placing the new joiners for their orientation and induction program so that they may know the organization.

4. Performance Management and EDP (Employee Development Plan).

- Setting MOs for each position concerning the HOD.
- Comparing the KPI for achieving the MOs of the individuals.

5. Training and Development:

- Ensure timely conduction of Training Need Assessment (TNA) of all the employees and prepare yearly training plan accordingly.
- Contract the Training resource persons for conducting the training.

6. Compensations & Benefits:

- Provide proper support to develop and update compensation and benefits structure and undertake all related activities such as payroll administration, OT calculation, etc;
- Instructing the team for preparing the salary for each month and send to the accounts department for paying.

7. Policy Formulation:

- Analyzing the existing system and process for the betterment of the organizational development formulating different policy which is pertinent to the business of the organization and compliant to the local laws as and when required.
- Implement Human Resources Information System (HRIS) in the Orange HRM and maintain all information in System;

8. Employee relations:

- Ensure employee welfare and maintain congenial employer-employee relations to make the people to contribute the business goal of the company.
- Ensure proper application of organizations internal terms and conditions and labor law 2006.

KEY ACHIEVEMENT

- Closure of two top-level pending vacancies within two months of joining the company namely Head of Telecom Services (SM level) and Head of E-commerce (AGM level) roles.
- Successfully implemented Orange HRM in May 2014 as HRIS.
- Successfully updated the existing HR policies involving all stakeholders in the alignment of management guideline in April 2014;
- Successfully implemented the On-line Conveyance Bill System (CBS) in June 2014.
- From January 2015, we successfully implement an On-line Leave Application system.
- Changing hiring manager's mindset. Introducing online and digital means of recruitment initiatives including Facebook promotions and Skype interviews maximizing candidate's reach and minimizing process delay.
- Successful rebranding and promotion of Employee Referral Bonus scheme within the organization resulting in 50% increase of referral CV submission (avg. 10 to 15 CVs monthly).

KEY RESPONSIBILITY:

- Manage attendance and leave for management cadre at the unit.
- Prepare workforce MIS as required for the management staff, permanent & contractual workers at the unit.
- Resolve queries of management staff & workers related to HR & IR policies and processes.
- Handle employee grievance for permanent and contractual workers at the unit level.
- Implement HR initiatives and employee welfare programs for management staff at unit level.
- Implement worker welfare programs for non-management staff at unit level.
- Drive annual performance management process for permanent and contractual workers at the unit level as guided by corporate HR & IR.
- Ensure safe and healthy work environment for management staff & workers at unit.
- Coordinate with corporate HR & IR to implement any group wide HR initiatives for the management staff or worker initiatives at the unit.
- Provide support to corporate HR during the collective bargaining process.
- Provide proper support to develop and update compensation and benefits structure and undertake all related activities such as payroll administration, OT calculation etc;
- Coordinate with corporate HR and external agencies to conduct training programs for management staff at unit.
- Coordinate with unit cashier to ensure timely wage and overtime disbursement to permanent and contractual workers.

KEY ACHIEVEMENT

- Initiate to introduce Employee Handbook for non-management staff in 2012
- Initiate to conduct Man of the month program as employee motivation program.

WINTEX ACCESSORIES INTERNATIONAL

18 D. T. Road, Dewanhut, Chittagong

www.wintex.com

SR. OFFICER – HR & ADMIN

From June, 2007 to December 2010

KEY RESPONSIBILITY:

- Implement Recruiting and Selection policy across staff and production officers.
- Manage all recruiting campaigns, job listings, and career marketing activities.
- Manage twice-yearly performance appraisal and promotion/increment process.
- Oversee all talent development activities including orientation, industry-specific courses and general skills training.
- To Assist the Department in In-charge handling employee disciplinary matters in the factory as per labor law.
- Maintain Employee database and other relevant records in an organized manner.
- To ensure timely payment salary of the workers and others bill of the factory.

TECHNICAL KNOWLEDGE

Completed “**Post Graduate Diploma in Personnel Management (PGDPM)**” from **Bangladesh Institute of Management (BIM)** Chittagong in 2009 with **CGPA 3.25 out of 04.**

TRAINING

- Attend training on “**Talent Management**” organized by **WARD**;
- Attend training on “**HR Blue Chips: The Value Stream Functionalities**” organized by **bdjobs.com**.
- Attend training on “**Industry Trainer Program (ITP) TVET Reform Project Bangladesh Component – 04 Workplace Learning and Productivity**” organized by **International Labor Organization (ILO)**.
- Attend training on “**Management & Employees Responsibility in Maintaining Peaceful Working Environment, Discipline, and Compliance**” organized by **CSDC**.
- Attend a Seminar on “**Industrial Relation and Worker Management**” organized by **Bureau Veritas Certification & TATA Motors Limited**.
- Attend training on “**Effective Communication Skills**” organized by **CSDC**.

- Attend training on “**Employee Training & Development Process**” organized by **BSRM Group of Companies**.
- Completed the certificate course on “**Human Resource Development and Industrial Relations (HR & IR)**” from **Bangladesh Institute of Management (BIM)**, Chittagong.

COMPUTER SKILL

Completed One Year Certificate course on “**Computer Applications**” by the Department of Economics from University of Chittagong. **Packages program:** Microsoft word, Microsoft excel, Microsoft power point, Microsoft access, SPSS.

ACADEMIC STATISTICS

- **M.S.S.** in Economics from the University of Chittagong with **CGPA. 3.08. out of 4.**
- **B.S.S.** in Economics from the University of Chittagong with **CGPA. 3.36 Out of 4.**
- **H.S.C.** from Govt. City College, Chittagong, in 1998 with **Second Division.**
- **S.S.C.** from Collegiate School, Chittagong in 1996 and with **First Division.**

OTHER ACTIVITIES


- Founder member of HR Forum (A platform dedicated to HR professionals’ development).
- General Member of Bangladesh Society for Human Resources Management (BSHRM).
- 96 batch coordinator of 170 years celebration of Chittagong Collegiate School organized by Chittagong Collegiate Associates.

PERSONAL DETAILS

Name : Mohammad Ali Ullah
 Father’s name : Mohammad Yoali Ullah
 Mother’s name : Rawshan Ara Begum
 Marital status : Married
 Permanent Address : Yaqub Mansion, 135 North Nalapara (4th floor), Chittagong-4000
 Religion : Islam.

“References are available upon request”

I, the undersigned, certify that, to the best of my knowledge and belief, this resume correctly describes qualifications, experience and me. I understand that my willful miss-statement described herein may lead to my disqualification or dismissal, if employed.


 (Mohammad Ali Ullah)