



MASUD RANA

KEY VALUE

- Lead & manage people.
- 24+ years experience working in People Operations and a systems thinker helps senior management to handle the array of people challenges within the complex work environments and in a metrics structured organization
- Doer, capable of rolling up sleeves to execute solutions and operate strategic People function
- Thorough understanding of HR systems, best practices with compliance, administration, and contingent workforce management
- Excellent interpersonal relationship and partnership skills. Experienced working directly with business leaders with the ability to influence change
- Ability to manage, grow, and develop individual contributors as well managers. Proven track record leading and managing teams like a manager of managers
- Ability to thrive in fast paced enrolment and deal with a high level of ambiguity
- Strong attention to detail, excellent organizational skills, and ability to work in an interruption driven environment

324

senpara kafrul

mirpur dhaka 1216

m. +88 0171 619 2001

e. a100miles@hotmail.com



Institute of
Management Technology
Ghaziabad, Delhi NCR



EDUCATION

PGDM | IMT | GHAZIABA UNIVERSITY | DELHI NCR | 1991

B.COM | DU | DHAKA | 1987

WORK HISTORY

HEAD OF PEOPLE OPS

2019- PRESENT

CITYSCAPE INTERNATIONAL | GULSHAN | DHAKA

Report to the Managing Director and manage Talent Acquisition, Development and Retainment processes in Cityscape's Corporate Office and three Satellite City Projects within the city | Support senior leadership team in making sure that team members are aligned with the company mission, vision and strategy | Create and manage a recruiting plan to support the evolving needs of the business as it grows | Ensure that team members have the tools and resources they need to be successful in delivering on the company's mission | Develop efficient and scalable HR processes and systems | Manage key metrics around candidate flow, acceptance rate, yield, turnover, satisfaction etc | Construct and implement programs and policies that enhance life at Cityscape | Oversee benefits and compensation, periodically benchmarking Cityscape's compensation and benefits against other firms in a representative peer group

GENERAL MANAGER

HR & ADMIN [FHRO]
2017 – 2019

PALMAL GROUP CHO | GULSHAN | DHAKA

Provide input in business and strategic planning. | Set goals for departments and individual managers | Collaborate with colleagues to implement policies and develop improvements | Organize and coordinate inter- and intradepartmental operations of CHO. | Oversee resource allocation and budgeting | Provide guidance to subordinate staff and evaluate performance | Resolve issues that may arise in a timely manner | Assume responsibility for timely reporting to senior management | Lead a management team handling external affairs and operating 1200 in-house security personnel posted in 43 factories under different local government bodies and stakeholders | Lead a team posted in factories.

GENERAL MANAGER

GROUP HR & ADMIN
2013 - 2017

JAMUNA GROUP HQ | KURIL | BADDA | DHAKA

Developed and implemented agenda for HR & Administration of the group SBUs. Created and reviewed the HR policy and processes periodically and recommended suitable modifications | Assisted in talent acquisition and recruitment processes | Supported employees in various topics leaves, compensation etc. and resolved issues and problems | Promoted HR programs to create an efficient and conflict-free workplace | Developed operation budgets, expenditures for entire administrative operation in a cost effective manner | Ensured proper coordination and facilitation of administrative support services among departments | Managed Vendor Services | Headed legal team | Implemented security policies, regulations, rules & norms and ensured safety-security and compliance issues of factory & corporate office | Coordinated 34 SBUs

DGM/HoD

ADMINISTRATIONS
2009 - 2012

BRB GROUP HEAD OFFICE & MANUFACTURING PLANT: | KUSHTIA & DHAKA

Execute overall factory operations and Admin/HR activities | Assist Management for effective execution of administrative functions of the factory | Develop strategic policy & procedures in aspect of Admin, HR & Compliance issues | Ensure that HR, Admin, Compliance and Unit Managers effectively supervised by planning, organizing and delegating tasks to meet company's goals and expectations | Maintain excellent industrial relations between the Workers, Floor Staffs & the Top Management of the Company | Take proper and immediate steps to improve factory conditions and take all possible steps to adhere with buyer's compliance instruction | Resolve employees grievance, stress in a proactive manner | Heading Security Management and Legal Department

MANAGER

HR ADMINISTRATION
2003 - 2009

NORBAN GROUP | GULSHAN | DHAKA

Oversee day to day administration operations followed by standard compliances | Deal with stakeholders Set up manpower for the business units | Develop and updating HR Policies and procedures | Recruit manpower | Provide necessary trainings | Setting KPI and manage PMS | Take employees engagement programs | Improve

OFFICE MANGER

ADMINISTRATION DEPT.
1999 - 2003

SHELL BANGLADESH EXPLORATION & DEVELOPMENT B.V. | DHAKA

Ensured the smooth operations of BD Registered Office on a day-to-day basis and manage a team of administrative or support staff | Provides logistic and general services to the foreign expatriates, ensure the registration of expatriate personnel with the concerned Ministries and related govt. bodies with regards to issuance/renewals of Multiple Visas/Customs Passbook. Corresponding and maintain liaison with top-level government officials on business issues | Documentary credits and other supporting purchase and import documentation, handling C&F agents | Vehicles management, supervision & control of activities of drivers. | Maintenance of leased hous-

EXECUTIVE

ADMINISTRATION
1994 - 1998

HPC JOINT VENTURE DENARK | DHAKA-ARICHA HIGHWAY PROJECT

Maintain complete filling system and record data/information | Facilitating interdepartmental communications and interactions between internal and external parties. Ensure the registration with the related Ministries and Government Bodies of expatriate personnel with regards to issuance/renewals of Visas and Passbook, project equipment, liaison with the general clearing & forwarding agent, ensure the registration /renewals of Heavy equipment /Vehicles with the authorities | Maintain a num-

OFFERING STATEMENT

I have one focus on the full employee life cycle, then look for, 'What are all the things that this person will need to be more successful today, six months from now, a year from now