

Shameem Ahmed

1472 South Donia, Jatrabari, Dhaka.
Mobile: 01671363000.
Email: shamimbu10@gmail.com
LinkedIn: shameem-ahmed-bracu2014



About Me

As an HR personnel, I would like to utilize my diversified industry experience and knowledge in HR field by contributing to the progress and advancement of the company and for the people associated with it.

My Education

MBA	BRAC University	HR Management	GPA-3.24	Y2017
BBA	BRAC University	HR & Finance	GPA-2.94	Y2014
HSC	BMARR College	Business Studies	GPA-4.70	Y2008
SSC	Ahmed Bawany	Business Studies	GPA-4.13	Y2006

Professional Courses

- KPI Masterclass, BJTI
- HRMC Alumni, IBA
- Talent Acquisition- AIHR
- Professional Skill Development Program (PSDP), BRAC
- Power BI

Current Job

I have been in the job market for almost 6 years in the HR workstream. In May 2014, I joined in an MNC as an Intern in HR and got the opportunity to work on HR Operational activities in a Team.

- HR Business Partner
IFAD Autos, Multi Products
Feb 2021 - Till Now



My key responsibilities and JD as HRBP are to:

Have facilitated hiring (teamwork) 1850 plus human resources (Senior/Mid/Junior positions, including key positions like: Business Manager, Head of Sales, Head of Sales Development, Brand Protection Manager, Planning Manager, Factory Heads, Management Trainees, Sales Officer, etc.)

Talent Acquisition:

- Managing recruitment to the selection process that includes job advertisement, profile sourcing using other sources/network/connections/job fairs & screening.
- Based on client requirements analyze the Job role and develop the JD and Compensation benefits.
- Conducting different levels of interviews like telephonic & face to face of potential candidates.
- Using standardized screening techniques, Assess the skills, qualifications, & experience of candidates.
- Facilitate the offer process by reference checking and negotiating as per employment terms.
- Develop and maintain candidate pipeline for current and future business needs.

Employer Branding:

- Take part in different Employer Branding initiatives for increasing the organizational brand value by attending the job fair and defining company culture and values through LinkedIn and other social media.

HR Operations:

- Analyze critically the manpower used in the factory and sales as a part of manpower restructuring.
- Introducing KRA/KPI to manager & above-level employees.
- Ensure employees insurance & accidental claim process.
- Ensuring proper onboarding for new hires like appointment letters, ID cards, bank account openings, and any other necessary requirements and maintaining employee personal files.
- Providing Salary Certificates, Transfer Letters, Experience letters, Termination letters and others documents according to employee requirements.
- Develop and implement the policies and procedures for expatriates' management Work Permit issues/cancellations, Multiple Visa extensions, Security clearance, SB Registration, Tax assessment and any other solutions for smooth employment in Bangladesh.

Payroll Management:

- Maintaining outsourced payroll management for both Expatriate and Local employees.
- Responsible for monthly salary calculation, OT calculation, Tax calculation, Salary disbursement and other arrears within payroll service.
- Involve in the process of employee separation including final settlement & any other requirements.
- Performance Management System.
- Responsible for assessment module, assessment center process design & coordination also assessment result based on clients' requirements for job confirmation and promotion purposes.

Learning and Development:

- Preparation of organogram for departments and divisions and company central organogram.
- Preparation of Job Description for each position/job holder for all departments initially from the manager and above of IFAD & MGI.
- Prepare the training content, module and scripts based on requirements and deliver sessions.

Earlier Organizations I Worked For


Meghna Group of Industries
Executive, HR
Gulshan. 11/2019-1/2021


Walton Group
Principal Officer, HRD
Basundhara. 9/2018-10/2019


Cemex Cement BD Ltd.
HR & GS Officer; Intern
Banani. 5/2014-4/2016

Professional Network

- Alumni Association, BRACU
- BSHRM Membership
- Bangladesh FMCG HR Society

Training Attended

- Future HR- Walton
- Sales Leadership- MGI
- HR Bootcamp- MGI
- Self-Leadership- Brac
- E-Legacy Safety- Siam City Cement

Personal Details

Date of Birth : 3 December 1990
Hobby : Music, Travelling
Father's Name : Md. Shahidul Islam

Marital Status : Married
Covid-19 : Vaccinated
Mother's Name : Hazera Begum

References

- Mr. Shirajush Shalekin
Country HR Lead
TUV SUD Bangladesh
+880 1734815018
- Mr. Md. Tariqul Haque
Chief Consultant
Enroute International Ltd.
+880 1713077770

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