**S.M.G. KIBRIA**

Tower-01, Level-10, Flat-B-2, Suvastu Tower, Gulshan Shahjadpur-1212  
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**Career Summary:**

Human Resources professional with 5+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a MBA in Human Resources Management.

**Key Skills:**

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| --- | --- |
|   Payroll |   Conflict management |
|   Sales Incentive |   90 WPM Leadership |
|   Recruitment |   MS Office |

**Employment History:**

* **Deloitte Bangladesh**

**Position:** SeniorAccountant (HR & Operations)

**Duration:** March 01, 2017 - Continuing

**Dept.:** BPO Services

**Duties/Responsibilities:**

* Administering monthly payroll (salaries, incentives, bonuses etc.) and other payment through BCSHRS to the bank salary advice and issue individual Pay slip accordingly.
* Reviews all payroll & other benefits related documents and analyze those for addressing the information in salary processing.
* Reviews the Payroll Information Reports and calculation related to any financial changes every month in the payroll.
* Calculate employees Overtime, earn leave as per rules.
* Coordinate Staff Recruitment, Selection, arrange exit interview Process on time.
* Conducting training sessions.
* Prepare & Maintaining Manpower Attrition Database.
* Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
* Explaining human resources policies, procedures and standards to new and existing employees.
* Preparing Monthly Re-conciliation, US 50 Report.
* Final Settlement with accounts.
* Carry out any other assignments delegated/instructed by the Line Manager.
* **Elegant Group**

**Position:** HR Officer(November 7, 2015 - February 28, 2017)

**Department:** Human Resource

**Responsibilities:**

* Responsible for Day-to-day general administration that include daily attendance, leave, safety, recruitment.
* To process / maintain the employee's Personal file with all related papers as up-dated.
* To arrange, conduct & process workers Recruitment & Selection as per set Recruitment & Selection policy & Procedure and ensure that a fair recruitment is followed.
* To maintain employee 'Resign List' and 'New Recruitment List' for every running month.
* Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintain human resource records by designing a filing and retrieval system; keeping past and current records.
* **Apollo Hospital Dhaka**

**Position:** Officer(February 1, 2014 - November 1, 2015)   
**Department:** Operation

**Responsibilities:**

* Perform as a facilitator of inter disciplinary team round (IDTR)
* Ensure effective and smooth co-ordination between consultant and the outpatient (with / without appointment, follow up etc.) as well as manage all operational activities of the respective clinic(s), specialty with quality service in line with Apollo Hospitals Dhaka policies.
* Manage, plan and schedule patient’s appointment / cancellation aligned with centralized on-line appointment calendar
* Guide the patients regarding investigation, medication & follow-up visit
* Update respective consultant(s) regarding patient’s attendance and status as & when required. In case of exceptional cases, try to accommodate the patient after discussion with the consultant or arrange alternate service option without offending the patient
* Provide information on related consultant’s profile, visiting hours and tariffs, assist patients in terms of preparation for investigation, procedure, surgery, admission etc.
* Greet all guests with appropriate manners & curtsey and arrange pre-consultation requirements as necessary.
* **Pubali Bank Ltd**

**Position: Intern** (November 18, 2013 - January 18, 2014)

**Location:** Ga-37/1, Shahjadpur, Jamalpur Tower (1st Floor) Baridhara, Dhaka-1212.

**Duties:**

* Serving customers in a polite and professional manner to opening a new account.
* Sorting debit and credit vouchers.
* Replenishing and restocking the desk, always ensuring high level of stock management efficiency.
* Liaison with Sr. Officer and customers to deal with day to day activities.

**Education:**

* 2016: MBA, Human Resource Management, Manarat International University, Dhaka.
* 2014: BBA, Human Resource Management, University of Information Technology & Science, Dhaka.
* 2008: HSC, Business Study, Faridpur Muslim Mission College, Faridpur.
* 2006: SSC, Business Study, Faridpur High School, Faridpur.

**Training Summary:**

* 2018: E-Learning Course, Commit to Confidentiality, Deloitte Bangladesh, Dhaka (1 days)
* 2018: Digital Learning, Information Security, Deloitte Bangladesh, Dhaka (1 days)
* 2018: Digital Learning, Confidentiality & Insider Trading E-learning Course, Deloitte Bangladesh, Dhaka (1 days)
* 2017: HR Pack, Business Consulting Services, Dhaka (15 days)
* 2017: ASSET, Asset Register, Business Consulting Services, Dhaka (3 days)
* 2015: Certificate of Participation, International Patient Safety Goals, Quality Assurance, HAZMAT, Fire Safety Awareness, Electrical Safety, Infection Control & Grooming, Apollo Hospitals, Dhaka (3 days)
* 2015: Certificate of Participation, Basic Life Support, Apollo Hospitals, Dhaka (2 days)
* 2012: How to make an advertising, Youth Enterprise Society, North South University, Dhaka (3 days)

**IT Skills:**

* HRIS applications- HR Pack, MS outlook, MS Office (Intermediate to advanced Excel knowledge, Power point, Word), Windows

**Hobbies and interests:**

Travelling, Playing Cricket and Billiards, Reading Newspaper & Social work.

**Language:**

Fluent in English & Bengali

**Personal Details:**

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| Father's Name | : | Shah Jalal Mia |
| Mother's Name | : | Kohinuur Begum |
| Date of Birth | : | May 17, 1990 |
| Gender | : | Male |
| Present Address | : | Tower-01, Level-10, Flat-B-2, Suvastu Tower, Gulshan Shahjadpur-1212 |
| Permanent Address | : | Vill: West Khabaspur, P.O: Faridpur, P.S: Faridpur, Dist.: Faridpur |

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| --- | --- | --- | --- |
| **Reference’s:** | **01** |  | **02** |
| Name : | Sabbir Ahmed | Name : | Md. Rezaul Hossain |
| Organization: | Grameenphone Ltd. | Organization: | Marico Bangladesh Limited |
| Designation : | GM (Shared Services) | Designation : | HR Manager- Sales |
| Mobile : | +8801711-505242 | Mobile : | +8801711-081433 |
| Phone (Off.) : | +88-02-9882990 | Phone (Off.) : | +88(02)9897180 |
| E-Mail : | a\_sabbir@grameenphone.com | E-Mail : | mdrezaul.hossain@marico.com |
| Address : | GP House, Ka-1/B, Bashundhara Lane, Dhaka- 1229 | Address : | The Glass House, Floor-6, Plot-02, Block-SE(B) Gulshan Avenue, Dhaka-1212 |
| Relation : | Academic | Relation : | Professional |

**You’re truly,**

**S.M.G.KIBRIA**