**MD. SHAFIQUL ISLAM**

**Address :** 18/B,East Raja Bazar, Farmgate, Dhaka-1215

**Mobile :** (+88) 01552 438 204, (+88) 01717 343 713 (Imo, Viber, WhatsApp)

**E-mail :** [shafiq4321@gmail.com](mailto:shafiq4321@gmail.com)

**Skype : Md** Shafiqul Islam

**Career Objective:**

Secure a responsible position in the HR department, sharing my 8+ years of experience in end-to-end Payroll,HRIS,recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills, communication skills proactive nature and an ability to work across multiple stakeholders to further the growth of the local and multinational company.

**Career Summary:**

Worked as a On line Payroll Administrator of Linde Bangladesh Ltd, Intertek, Avaya India Ltd,SGS Bangladesh, Amann Bangladesh Ltd on behalf of pro edge Associates Ltd . I also worked Org-Quest Research Ltd March 1,2005-October,2010 as part time, October,2010-March 31, 2015 at pro-edge Associates ltd, August 4,2015 to July 31,2019 Genex Infosys Ltd as a HR Specialist. Now I am working at Myjobs as a Manager HR Operations from August 01,2019 to till date.

**Working Experience:**

1. **Company Name** : Myjobs 

**Website**: [**www.myjobs.com.bd**](http://www.myjobs.com.bd)

**Designation:** Manager HR Operations **Duration:** From August’19 to till

**Job Responsibility**:

* Coordinate training programs as per client requirement for each clients
* Maintaining comprehensive employee database, customized HR reports as per the needs of the management
* Develop and implement employee engagement, assistance and training programs
* Arrange & attend predefined business meetings with prospective clients
* Promote the company's products/services addressing or predicting clients' objectives
* Prepare & implement policies and procedures relating to organizational development and review them as and when needed
* Interviewing applicants on consistent set of qualifications; analyzing responses; verifying references; comparing qualifications to job requirements.
* Working on different HR Issues according to clients requirements like Reference Checking, Salary survey etc.
* Working with KPI based performance management system as per client requirement.
* Working with manpower planning as per OD
* Prepare or develop Assessment Module for different job opening.
* Design & coordinating Payroll and HRIS system as per requirement.
* Ensure smooth & timely delivery of all arrays of employee services, like confirmation, promotion, separation, final settlement, leave & attendance management, HR reports, Bank A/C, ID & visiting card etc.
* To ensure safety, security & protocol of the company, its properties and personnel as required

1. **Company Name:** Genex Infosys Ltd.

**Website:** [www.genexinfosys.com](http://www.genexinfosys.com)

**Designation 1:** Specialist HR **Duration:** From August’15 to July’19

**Job Responsibility**:

* Designed & developing HRIS system for three branches at Dhaka, Chittagong & Myanmar.
* Developed the e-recruitment system in the company
* Assisted in different HR Operation work like opening Bank account, issuing ID card, Banner, Photo etc.
* Developed Performance Management systems in the company.
* Collected requisition for vacancy, job advertisement, CV sorting, & assisting in conducting interview.
* Maintained Employee Leave record both in HRIS & manual system.
* Ensured proper documentation of New employee, Existing Employee, Reigned Employee.
* Co-ordinate the change management system in the company as a member in the transformation team.
* Arranging Employee Reward & recognition (i.e reward for best employee of the month for each process, historical day, festival day, birthday, farewell etc)
* Accomplishing Employee orientation & engagement process
* Taking care of the Payroll Management issue both for company employee & contractual employees. (HRIS & Manual)
* Prepared Disciplinary action (warning letter, termination letter, separation, show cause)
* Maintained attendance record both in HRIS & manual
* Communicate with different university
* Co-ordinate Medical support as required
* Handled Different HR issues (Attrition analysis, Counseling, Grievance, Exit interview etc)

1. top_logo_imgg**Company Name:** pro-edge associates Ltd.

**Website:** [www.proedge-asso.com](http://www.proedge-asso.com)

**Designation** : Associate HR Analyst **Duration:** From Oct’10 to March’15

**Job Responsibility:**

* Design, develop & automated the recruitment, selection, PMS, EDP, Payroll, Provident fund, Gratuity, TNA etc for different company
* Monitored the change management process during the automation project for different clients.
* Understand the clients need, developing different module as per the clients need, regular follow up, negotiation, order finalization & ensuring after sales service.
* Handled the housekeeping & logistics issues while arranging different trainings
* Customized, updating & automating the payroll & HRIS system as per clients’ need.
* Prepared reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages with necessary calculation
* Prepared Monthly salary sheet & handling different type of loan management issue.
* Prepared Monthly report for HR like: Salary Register, Location wise salary register (as per client requirement) Bank Advise, Reconciliation location wise (as per client requirement), Loan Schedule, Loan Schedule Balance location wise (as per client requirement),Lunch deduction, Bank Forwarding, DPS deduction, OT Summary, co-operative report preparation, Union subscription report & summary preparation( like reg no: 1930, 1931), cash management report
* Generated monthly report for Finance like: Cost center wise allocation report preparation cost center wise salary report preparation, Grade wise salary ledger, Provision Voucher, MJE etc.
* Calculating PF & GF, PF schedule, LFA, Leave Encashment, STIP and KEB, closing calculation etc
* Prepared Tax computation certificate preparation(final) & PF statement for balance confirmation
* The section under 108 of the income statement report preparation
* Supported clients with various issues to HR, Finance, admin & compensation issue
* Taking Psychometric test, running assessment center, conducting survey, preparing SOPs

**Achievement:**

* Served Viyellatex & Petredec during HRIS implementation & provided after sales service & support
* Provided payroll Management service to clients like Linde, Amann, Avaya India, Neamo, ULVS, Intertek, ITS, Marksline with payroll system.
* SOP Development for Hamid Real Estate and Construction

**key competencies:**

* **Team Work**
* **Leadership**
* Decision Making

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**Professional Qualification:**

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| * PGD in HRM from BIHRM. | NU |
| * Human Resource Management Competencies from IBA,DU. |
| * Master of Professional Human Resource Management from,DU(Running). * LL.B(pass) from Metropolice Ideal Law College(Running). |
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**Academic Qualification**:

* MBS & BBS in Accounting from Govt. Titumir College,Dhaka in 2010 with 2nd Class

**Part time working Experience:**

* Worked as a researcher at Org-Quest Research Limited & responsible for visiting different Bank to evaluate employees, checking & verification of different documents & event management work.

**Training:**

* 01 day training on “7 Habits ” organized by BSHRM in Daffodil International University
* 01 day training on “Total Reward Management” organized by BSHRM in IUB
* 01 day training on “STRATEGIC TALENT MANAGEMENT” organized by BSHRM at UIU
* 01 day training on “Bangladesh Labor Rules 2015” & “HR Competency” organized by BSHRM in UIU
* 01 day training on “Risk Management in HR” organized by BSHRM
* 01 day training on “Presentation Skill Development” organized by IJT
* 01 day training on “Financial numbers that shape HR outputs” organized by pro-edge associates
* 02 day training on “KPI Master Class: Design, Implement and Measure PI” organized by BJTI

**Soft Skill, Computer Skill & Language Skill: Sound for HR & Admin work**

**Personal Information:**

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| Name | : | Md. Shafiqul Islam |
| Father's Name | : | Mohammad Shahidullah |
| Mother's Name | : | Mst. Rehena Begum |
| Date of Birth | : | June 15, 1987 |
| Gender | : | Male |
| Permanent Address | : | Vill: Bakasher,PO:Unjuty,PS:Debidwer,Dist: Cumilla |
| Mobile No | : | 01552438204 |
| Marital Status | : | Unmarried |
| Nationality | : | Bangladeshi |
| National ID No | : | 7327860941 |
| Religion | : | Islam |
| Current Location | : | Dhaka |

**References:**

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| --- | --- | --- |
| **Name :** | Selima Ahmad | Dr.Md. Mosharraf Hossain |
| Profession : | Vice Chairperson, Nitol Niloy Group | University of Dhaka |
| Relation Type : | Professional | Academic |
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