**Major Mohammad Nurul Ahsan(retd)**

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| **Statement of the Purpose: Seasoned mission oriented Professional with experience leading teams to deliver impact, and developing a performance culture among a group of diverse, talented individuals having 22 years of experience at home and abroad with MBA certification from IBA(DU) and PGDHRM from ABP(UK) and LLB, serving to increase the productivity and meet the strategic goals of the organization through Motivation, Teamwork, Systematic Organizational Development and Reduction of Cost.**  **Work Experience:**  **From 03.08.20- till now: Head of HR & Admin at ADVANTIS INTASL Bangladesh Ltd. (A Subsidiary of Hayleys Group PLC, Srilanka):**  **My Responsibilities and Achievements include:**   * **Look after the HR & Admin Operations & Organizational Development of the company and take care of the Administrative, Safety, and Security & HRD matters.** * **Design, implement and supervise a monitoring and evaluation system that provides appropriate measures of program progress against the agreed objectives.** * **Take care of the legal, employee issues, tackling unrest, coordinate with the law enforcers and government and non-government organizations.** * **Represent the company in national/international business forums.** * **Selection and Recruitment of quality resources as per organizational requirement.** * **Develop and implement HR policies & practices with a clear objective to foster performance culture and building an effective & successful workforce** * **Periodic update/modification of HR Policy – in alignment with corporate guidelines, modern HR practices and labour law requirements.** * **Drive and provide guidance on effective implementation of HR Process on talent management, people development, performance management, career and succession planning etc.** * **Design and implement suitable Reward & Recognition schemes to encourage and motivate good performers.** * **Process owner of the HR & Administration Budget, covering all aspects of manpower forecasting, training & development needs, HR system implementation, change management initiative as well as compensation & benefits.** * **Work with senior management to address complex issues relating to areas of Industrial & employee relations** * **Prepare annual training development plans for all Officers, based on their development needs.** * **Identify legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance by studying legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.** * **Prepare employee separation notices and related documentation, and conduct exit interviews to determine and analyse root cause of important separations.** * **Act as the principal contact with Regional HR team in matters related to International Mobilization, cultural diversity, and corporate reporting and change management initiatives.** * **Administer payroll process, Employee and Office Assets insurance & physical management.** * **Annual review of employee handbook and recommend amendments if any due to changes in labour laws.** * **Job analysis and update job description** * **Planning and coordinating administrative procedures and devising ways to streamline processes.** * **Monitor costs and expenses for budget preparation.** * **Planning, scheduling, and promoting office events & administrative functions.** * **Design, develop, implement and coordinate systems, policies and procedures.** * **Ensure security of data, network access and backup systems** * **Ensure implementation and compliance to IT policies & Business knowledge** * **Competency gap analysis and subsequent development** * **Effective hiring skills (start to end process)** * **Knowledge on overall Organization Development plan, and talent management** * **Extensive knowledge on HRIS & labour law and C&B strategy** * **Conflict management and negotiation skills & Emotional intelligence** * **Maintain Effective communication and interpersonal skills**   **From April 2015- 02.08.20: CEO at Southwest Venture Ltd. (An HR, Security Consultancy& Construction firm involved in Consultancy, Management and Construction):**  **My Responsibilities and Achievements include:**   * **Look after the Operations of clients & Organizational Development of the company and take care of the Administrative, Safety, and Security & HRD matters along with management consultancy.** * **Design, implement and supervise a monitoring and evaluation system that provides appropriate measures of program progress against the agreed objectives.** * **Oversee the design and lead the implementation of initial, intermediate and final surveys for development and emergency programs.**   **General Manager/ Head of the Department- HR& Admin**  **United Airways (BD) Ltd**  **15 Jun 2012-06 April 2015**  **My Responsibilities and Achievements Include:**   * **Maintain business development and growth potential and solve the Admin, HR, Safety, Security and Compliance issues of the office & airport spread across 20 districts of the country.** * **Take care of the childcare issues and childcare centers.** * **Take care of the resorts of the group in Cox’s bazar and Sylhet and Airlines Catering Industry Services by monitoring, providing training and quality intake and administrative support and formulation of necessary standards and policies.** * **Arrange timely training of the pilots, aircraft engineers, technicians, cabin crews at home and abroad which is very crucial for the aircraft operation and obtain AOC from the civil aviation.** * **Arrange clearance and logistic facilities for the foreign staffs and pilots from govt. offices and necessary places.**   **General Manager/ Head of the Department/Chief Business Officer-Agri Machinery Division**  **Escorts Bangladesh Ltd.( A joint venture of Escorts India Ltd. and Nitol Motors Ltd.)**  **26 May 2011-14 Jun 2012**  **My Responsibilities and Achievements Include:**   * **Ensure smooth business operations and customer service of the division and the factory operations along with proper security of the countrywide operations of man, materials and information in 52 districts of the country.** * **Take care of the foreign nationals including arrangement of necessary Security Arrangement, logistic support and comfortable living.** * **Look after the Brand Protection of the company through improved packaging, coordination with the law enforcers and the govt offices and creating awareness, if required legal actions.** * **Ensure safety, security, inventory management and productivity at the factory level through proper management, trouble shooting, logistic support and leadership quality.** * **Act as Head of the division, responsible for administration, HR, marketing and growth.** * **Take care of the administrative issues of the company’s school.**   **Major/Second in Command/Chief Executive Officer – Bangladesh Army, Infantry**  **December 3, 1998 – May 2011, I did the followings:**   * **Manage, motivate, control and command forces; take e of the supply chain, Security Management issues, Handling of Eventualities and foreseen Activities** * **Coordination and correspondence with other Government Agencies and take care of resorts** * **Job analysis and job Description and HR Planning, Forecasting in line with the vision of the chain of command and organizational goal.** * **In the Aid of civil service working as Project Manager of Housing Project for the homeless people, VGF for the less nourished group, rehabilitation program for the flood affected people and working in the national election to maintain law and order situation and ensure proper safety, security, related training and inventory management of assets as well as looking into the legal matters related for land acquisition, selection of target homeless people, vocational training and job for them, allocation of homes etc.** * **Provide Physical Security to Key Installations like Power Plants in Khulna, Govt. offices and formulate Security Plans and practice those on ground.**   **Peacekeeper –United Nations, Ivory Coast, Army, in the French Speaking Zone**  **September 30, 2006 - November 30,2007, I took e of the following things:**   * **Command, motivate and control Individual Security camp, take e of the compliance and HR issues along with drafting the necessary letters and ensure the project management to produce results within the timeframe.** * **Disarmament and Demobilization of fighting forces** * **Maintain no man's land and free arms zone** * **Take care of the administrative issues of the UN Mission schools and colleges and keep communication with the board, guardians and interest groups.**   **Education:**   * **Masters of Business Administration (Major in HR and Marketing)**   **Institute of Business Administration (IBA), University of Dhaka**   * **Post Graduate Diploma in Human Resource Management, BIMS, 2011** * **Bachelor of Science** Bangladesh **National University/ Bangladesh Military Academy, 1998** * **Higher Secondary Certificate, Chittagong College, 1995, 1st Division** * **Secondary School Certificate, Collegiate School Chittagong, 1993, 1st Division**   **LEAD AUDITOR COURSE COMPLETED ON QUALITY MANAGEMENT SYSTEM: ISO 9001-2015**  **LLB(National University): Passed.**  **Completed course on Supply Chain Management on Apparel by Bangladesh Apparel Professionals Society and Training on Fire Prevention, Rescue and First Aid der the Fire Service and Civil Defense.**  **Professional Trainings:**   * **Junior Command and Staff Course (Tactics, Security & Strategy Course)** * **Young Officers Basic Course (Tactics, Leadership and Heavy Weapon Course)** * **Officers Weapon & *Basic commando course*** * **Bangladesh Military Academy Long Course** * **Fire Prevention, Rescue and First Aid Training- From Fire Service and Civil Defense** * **Demonstrated international security management experience and understanding of the United Nations Security Management System & values of e, Respect, Integrity, Trust, and Accountability (CRITA) and core by attending UN Courses on Prevention of Child and Women Trafficking, Gender Equality and others.**   **Computer Skills: Skilled in MS Office and Hardware Maintenance**  **Personal Details: Father: Late Mohammad Mohsin, Height: 172 cm, Date of Birth: 07 January 1978**  **Social Clubs:**   * **Golf, member of Army Golf Club, Dhaka** * **Social Activities, Member of RAOWA Club** * **Member of Bangladesh Apparel Professionals Society & Rajdhani Shooting Club**   **References**   * **Major Mustafa Rahel Imam (retd), 01713031303** * **P.M Abdul Bari, COO, 01716609838, Southwest Ventures Ltd.**   **G:\downloads\IMG - Copy.jpg**  **MAJOR MOHAMMAD NURUL AHSAN (RETD)** |
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