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| **Mohammad Maksudul Hasan**  Phone : +8801954905060  E-mail : [maksudul\_hasan9@yahoo.com](mailto:maksudul_hasan9@yahoo.com) |

**Competences / Key Expertise**

* Strategic Human Resources planning and management
* Human Resource policies & processes design and implementation
* Recruitment & Selection, Talent development and Succession planning
* Employee engagement and retention strategies
* Employee onboarding and strategic change management
* KPI based Performance management and career management
* Organization development / process improvement
* Employee counseling and grievance handling
* HR Accounting and HR Budgeting
* Effective leadership coaching and team building through training & development
* Training design through TNA, development and facilitation
* Bangladesh Labor Law and Industrial relations

**Professional Experiences**

**SQ Group** ([www.sqgc.com](http://www.sqgc.com))  **June 2019 to Present**

***Head of People Sustainability & OD, HR Department***

***Achievements***

* HR strategy development for more than 18000 associate / worker
* Deal with everyday operational challenges of production floor’s worker
* Recruit, retain and maintain pool of talents in the organization as per business objective
* Review and analyze metrics and data to identify trends and recommend solutions to improve workforce planning, performance, retention, and engagement
* Consult, coach and execute with the business to identify, develop and drive key human capital initiatives such as leadership development, succession planning, and rewards & recognition
* Developing and maintaining training and development activities for both management and non-management employees to cater their learning and growth aspiration
* Managing proactive relationships with universities, organizations, training institutions and professional networks
* Collaborating with UN organization & NGOs to upgrade the childcare center
* Ensuring awareness on the four pillars of the better life initiatives of SQ Group’s worker / associates
* Increasing facilities and upgrade lifestyle of associates by introducing new initiatives that add value to our people’s life (bakery shop, FairPrice shop, etc.,)
* Implementing Kinship mobile application across the organization, increase its users, and take full ownership to maintain, update and improve the app and its user experience
* Ensuring all the associates are trained on the Kinship application and its benefits
* Leading and organizing factory wise engagement initiatives and yearly mega event Agrajatra

**Northern Tosrifa Group** ([www.ntg.com.bd](http://www.ntg.com.bd))  **June 2016 to June 2019 (2 years)**

***Senior Manager, HR Department***

***Achievements***

* HR strategy development for more than 7000 employee & onboard everyone on those strategies
* Recruited management (more than 185) and non-management (more than 525) employee
* Developed HR Manual for corporate (more than 450) employee
* Conducted orientation for all new (more than 195) employee
* Implemented Balanced Scorecard during performance evaluation for more than 960 employees
* Provided training to existing HR team on Balanced scorecard
* Designed training calendar (yearly), module and ensure target (monthly 5 hours) man-hours training for every employee
* Implemented Succession Planning for more than 67 key employees
* Done branding of corporate (more than 450) employee through company webpage, facebook etc.
* Organized welfare activities (like- picnic, medical facilities, scholarship program etc) for management and non-management employee to keep them motivated and with high morale
* Maintained proactive relationships with universities, organizations, training institutions and professional networks for business needs
* Ensured IR and employee relation issues are properly addressed, especially grievances and disciplinary procedures are attended as per law of the land
* Controled departmental expenditure within agreed budget

**British American Tobacco Bangladesh** ([www.batbangladesh.com](http://www.batbangladesh.com))  **July 2014 to June 2016 (2 year)**

***Employee Services Executive (Junior HR Business Partner), HR Department***

***Achievements***

* Manufacturing Business Partnering
* Facilitate end to end Employee recruitment process
* Facilitate Employees Performance Management Process
* Gateway of unionized employee concern/grievances
* Follow up day labor governance process and ensure to achieve target
* Manage & facilitate unionized employee recognition program
* Industrial Relations
* Ensure a harmonious and peaceful IR environment
* Maintain effective & sustainable relationship with CBA
* HR Information System & Data Analysis
* Support Change Project Team with necessary information i.e. Productivity, OT analysis, Demography, Machine Manning, Attendance analysis
* Support to lead change and productivity initiatives
* Support to Change Management Negotiation team impacting CBA/Unionized people
* Employee Care & Welfare
* Lead Employee care & welfare services with high quality & continuous improvement
* Drive annual employee care events with key KPIs (Budget, On time Execution, Right IR Environment, quality and continuous Improvement)
* Drive a multinational standard 24/7 Cafeteria (major IR vulnerable Hub with 1200 dinners/day)
* Lead full-fledged Dispensary (major IR vulnerable Hub serving 900+ unionized employee) in line with Labor Law and EHS
* Lead Occupational Health work group with Global and local EHS Standards

**Bata Shoe Company Bangladesh** ([www.batabd.com](http://www.batabd.com)) **June 2011 to June 2014 (3 years)**

***In-charge of Organization Development, HR Department***

***Achievements***

* Employee recruitment & selection, workforce planning, competency mapping, talent identification & retention program, succession planning
* Prepared, maintained & updated employee handbook, policies and procedures manual
* Plan, develop and Execute training needs for both Leadership & Functional skills aligning business growth and relevant capability needs (especially the sales team and management employee)
* Show the impact of Balanced scorecard in KPI through training
* Yearly performance evaluation through KPI and provide the increment based on their performance
* Analyzed learning & development need of each department within the function and work with relevant teams within and outside the HR to provide adequate solutions
* Executed employer branding initiatives to attract prospective talent from Key accounts, Internal employee engagement and employee retention
* Assisted the head of HR in all HR and IR (Industrial Relations) issues
* Ensured safety, quality and compliance activities in workplace through audits

**Square Group** ([www.squarefashions.com](http://www.squarefashions.com)) **January 2009 to May 2011 (2 years 5 months)**

***Executive, HR & Administration Department***

***Achievements***

* Manpower planning, recruitment & selection
* Prepared and updated HR policies
* Developed policies – penalty policy, child labor policy, social compliance & environmental policy
* Organize training program and module
* International buyer on boarding with factory operation
* Assisted head of HR in all administrative issues of Square Group

**Educational Qualifications**

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| **Name of Degree** | **Major Subject** | **Institutions** | **Passing year** |
| MBA | Human Resource Management | BRAC University | 2012 |
| BBA | Human Resource Management & Marketing | BRAC University | 2010 |
| HSC | Business Studies | Dhaka Commerce College | 2003 |
| SSC | Business Studies | B.A.F. Shaheen School, Dhaka | 2001 |

**Additional Professional Qualifications**

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| **Name of Degree** | **Concentrated Area** | **Institutions** | **Duration** | **Passing year** |
| ACMC (Advanced Certificate in Managerial Communication) (Batch – 01) | Managerial Communication | IBA, University of Dhaka | 4 weeks | 2013 |
| DSC (Diploma in Social Compliance) | HR Management & Social Compliance | BIM (Bangladesh Institute of Management) | 6 months | 2012 |
| PGDHR | Human Resource Management | BIMS (Bangladesh Institute of Management Studies) | 1 year | 2010 |

**Interest & Professional Activities**

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|  | * Games: I was **President** of ‘Football Club BRAC University’ from 2008 to 2009 and I played ‘5-a-side corporate football tournament’ as a captain of Square Group team in 2010 and 2011. I have also played some corporate tournaments (football & cricket) as a **Captain** of Bata Shoe Company in 2012 and 2013. * ‘Effective business communication for individual professional development program’ training organized by Bata Shoe Company on 2012. * Trained on ‘Techniques of Effective Grievance Management (GM), Domestic Inquiry (DI) & Employee Discipline’ organized by Prothom-Alo jobs on March 2012 * ‘Internal Auditor Course on CSR, Supply Chain Management and Social Audits’ organized by Bureau Veritas and Bdjobs on 13th and 14th December 2009 |

**Personal Information**

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| Permanent Address  Date of Birth & Place | Flat # A3, Kha 79/1, Khilkhat, Namapara, Talertek, Dhaka – 1229, Bangladesh  20 November 1985, Dhaka, Bangladesh |

**References**

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| **Advocate Jafrul Hassan Sharif**  Chairman of Attorney (Legal firm)  Email:[jafrul@attorneysbd.com](mailto:jafrul@attorneysbd.com)  2nd floor, H.#487, R.#32, New DOHS Mohakhali, Dhaka | **Armanul Hoque Chowdhury**  Senior Manager, HR and Administration  Square Group  Email:[arman@squaregroup.com](mailto:arman@squaregroup.com)  Square Centre, 48 Mohakhali C/A, Dhaka – 1212, Bangladesh |