



Sadia Gulshan

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Passionate Human Resource Professional with diversifying experience in the arena of Human Resource Management that includes but is not limited to recruitment & selection, policy & procedures, HR operations, payroll, compensation & benefits, Bangladesh Labour law, employee relations, performance management, organization development, employee counselling, health & safety

Academic Background:

BSS (2010)

MSS (2011)

Department of Public Administration
University of Dhaka.

H.S.C.- 2006, Humanities

Govt. Nurunnahar Mohila College,
Jhenidha.

SSC- 2004, Humanities

Govt. Madhupur High School,
Jhenidha.

Others Ability:

- Computer Knowledge
Microsoft office & excel
- Language Proficiency-
medium fluency in the
English Language

Personal Information:

Mother's Name : Shanta Begum

Father's Name : Serajul Islam

Date of Birth : 22. 03. 1988

Permanent Address:

Vill: Aruakandi, Post: Porahati

Dist: Jhenidah

Nationality : Bangladeshi

Religion : Islam

Blood Group : A+(ve)

Work Experience:

Fiber Optic Network Solutions Bangladesh Ltd. (Bumblebee Technologies Bangladesh Ltd.)

Assistant Manager-HR & Administration

8th March, 2018 to 29th February 2020



Responsibilities-

- Managing Recruitment, Selection and Talent Acquisition
- Developing & update HR Policies and SOP and provide a guideline of employees & Managers for practising smooth HR Operation
- Job Design, Ensuring Performance Management & Performance Appraisal and Compensation & benefits
- TNA and Organizational Development, Employee Counseling
- HR Audit, Team Building, Managing Employee relations
- Handling Disciplinary Action (according to Bangladesh Labor law 2006 Amended 2013 (Rules, 2015, 2018) and company policies
- Directing & Following-up the General HR Operation & Procedure, Administration, HR Letters & Notice
- Client Meeting when necessary
- Look After activities of the IT Department
- Negotiate with the vendor, utility company, service providers
- Any other project & responsibilities assigned by Managing Director

Recognition: Employee of the Quarter for the Extra Ordinary Performance (Reorganized the HR Operation)

Envoy Group

Executive -HR Division

2nd November, 2013 to 31st December, 2017



Responsibilities-

- Assisting the Recruitment process (Job Circular, CV sorting, call for the interview, prepared questioner, conduct exam, checking background)
- Orientation and training sessions for new employees
- Preparing and maintaining all HR documents/records & payroll (attendance, leave, absent, Annual Leave, over time, generating a monthly report, follow up the status of newly recruited employee etc)
- Calculation Compensation and Benefit as per Labor law and Company Policy
- Ensuring staff to maintain & implement HR policies, guidelines, rules & regulations
- Coordinating employee's yearly performance appraisal and Job Analysis
- Follow up, Check & review every document of Monthly Salary, Yearly Increment and Promotion according to the Company Policy
- Monitoring & Following-up factory management regarding Training Conduct, worker benefits, welfare issues, legal issues & documentation etc
- Ensuring the final settlement process and payment within the stipulated time
- Issuing the HR letter (appointment, confirmation, promotion, increment, experience certificate, NOC, Salary certificate & many more) HR Notice and Legal Notice (According to Bangladesh Labour law,2006)
- Any other responsibilities assigned by Manager

Acknowledgement: Managerial level increment for proactive activitive

Professional Certification:

- **PGD-HRM**, Batch EVE-01, Session- 2019
Institute: Bangladesh Institute of Management (BIM), 4 Shohbanbag, Dhaka.

Training:

1. Revision on Bangladesh Labour Law, 2006, Amended 2013, From **CHAOWS on 9th October 2015** at Great Indian Restaurant, Uttara, Dhaka.
2. The notion about Bangladesh Labour Law & its practices with the sight of falling in line from **BGMEA on 20th December 2014** at Noorul Quader Auditorium, BGMEA Complex, Dhaka.

Reference:

Munshi Mohd. Monirul Alam
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Office of Assistant Police Super
E-mail: rezaling_du@yahoo.com
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