







## Nazray Morshed Khan (Anam)

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### Career Objective

#### Positioning HR as a business partner for excellence

To work as a **HR generalist** in your organization where my influential, situational and transformational leadership skill, interpersonal skill, communication skill, proactive nature and extensive working experiences of **4 years** in Recruitment, Selection, Admin, Training and Development, Change Management & Strategic Business Development can be solely utilized for the organizational development.

### Education



- **PGDHRM** from **BIM** (In progress) – **Professional course**
- **MBA** in **HRM** from **BRAC University**  
Post graduated, December 2016 with a CGPA of 2.72 out of 4
- **BBA** in **Marketing** from **University of Asia Pacific**  
Graduated, April 2012 with a CGPA of 3.13 out of 4
- **HSC** in Business Studies from **Dhaka Imperial College** in 2006 with GPA 4.30 out of 5
- **SSC** in Commerce from **BCSIR High School, Dhaka** in 2004 with GPA 3.44 out of 5

### Working Experience

#### 1. **BRAC James P Grant School of Public Health, BRAC University**

Company Location : icddr`b Building, Mohakhali, Dhaka, Website: <http://bracjpgsph.org/>

Department: Human Resource

**Duration:** March, 2019 to till

##### **Duties/Responsibilities:**

BRACU concern of Public Health consists of 250 + coworkers working for public health challenges globally and my duties are as follows:

- Organizing total recruitment process for human resources of JPGSPH;
- Maintaining of updated records of all staff of JPGSPH and Midwifery;
- Assist in updating & Maintaining the Human Resources Information System (HRIS), ERP & Standard Operation Procedures (SOP) of HR
- Giving information of contract status to supervisors via email before one month of contract ending.
- Preparing and sending to register office & HR, BRACU.
- Coordinate with HR, BRACU and register office regarding HR related issue & monthly/quarterly staff position report
- Processing monthly salary of all staff.
- Policy review & implementation as advised by the Dean & supervisors
- Any others tasks assigned by the supervisors.



#### 2. **Bay Agro Industries Ltd. (a leading poultry concern of Bay Group of 900 staffs)**

Website: [www.baygroupbd.com](http://www.baygroupbd.com)

**Designation:** Sr. Executive –HR & Admin

**Duration:** May, 2014 to February, 2019

##### **Achievements:**

- Successfully coordinated overall sourcing & recruitment according to Bay recruitment policy to find the best selections for the different departments as per the budget.
- Worked directly with the BOD & Head of HR to redesign the company's HR Strategy, Policy implementation and Payroll Function to support 900+ salaried employees
- Performed additional jobs through Job Enlargement & was only responsible HR for total staffs.
- Successfully controlled employee retention rate & the turnover rate to 4.5% through different strategies
- Optimized administrative procedures by sourcing, procuring and implementing automated time and attendance system resulting in 30% process improvement
- Set into action of Daily Morning Meeting with all the line managers, which aligned HR with the business processes.

### General Duties and Responsibility:

- Leave and attendance management of 900 staffs and managing **payroll system** accordingly.
- Preparing HR related letters, notes, memos and office orders/circulars
- Communicating regularly to solve different issues of **8 (eight) Units to ensure HR function** smoothly.
- **Performance Management System (PMS)** development & measuring performance of the factory staffs scientifically to fix yearly increment and developing employees as well.
- Ensuring **compliance issues & conflict management** of Factories according to BLA
- Managing employee benefits administration, departmental clearance on exit, and final settlement.
- **Purchasing** of all the HR related stationeries, promotional items and office items like AC, furniture etc.
- Planning and organizing different events, counseling employees on grievances
- Prepare various kinds of report as required by the management
- Supporting sales and marketing team to generate their marketing Idea and information.
- Assist in total **vehicle management** of 15 Nos of Automobiles in the company.
- Ticketing, visa processing, protocol & communicating responsibilities of foreign guests & Expatriates

### **2. Best Trade (a system support concern of City cell)**

**Designation:** Project Coordinator

**Duration:** May 2013 to April 2014

#### **Duties & Accomplishment:**

- Successfully coordinated the construction work of BTS (Base Transceiver Station) especially RTT.
- Surveyed and discussed about project improvement with client according to the guidelines and Gantt chart.
- Represented myself as contractor's representative & organized all the necessary steps to complete the project, handover the site.
- Identified the quality, scheduled, productivity issues of BTS construction process.

### **3. Enroute International Limited (Management Consulting Firm)**

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

**Designation:** Sales Executive (Corporate Sales)

**Duration:** May 2011 to Nov 2011

#### **Job Responsibilities and Achievements:**

- Promoting QUBEE connection, ensuring sales of at least 20 QUBEE connections per day, market visit, forecasting, creating new clients and taking care of the existing clients of the company.

### **Professional Training**



- 12 Hrs long training on **KPI Master class(2018 Edition)** facilitated by **Mr. Rupak Nasrullah Zaidi- @ Bdjobs**
- Daylong training on **“Service marketing”** facilitated by **Parveen. S. Huda** organized by **Renaissance Consultancy Ltd.**
- 12 hrs long training on **“Labor Law & Rules 2015”** facilitated by **Mohammad Rafiqul Islam** organized by **Bdjobs training.**

### **Bdjobs-AMCAT Employability Certificated**

(English: 86%, HR Situational Judgment Test-Medium, Information Gathering: 41% & Personality)

**Test Date:** 29<sup>th</sup> September 2017



### **Extra Curriculum Activities:**

- **HR assistant as Serve Intl. Social Development Org.** (A partnership based NGO business)
- Involved with **Jaago** and **The Experiance Academy (TEA)** as a **Volunteer Executive.**
- Experienced in **“AC Nielsen Bangladesh”** as **Research Assistant** from Dec '10 to April '11.

### **Personal Information**



Father: Late Nizam Uddin Khan  
Permanent address: 25, A/B, Green  
Garden Tower,  
Green Road, Dhanmondi, Dhaka-1205

Mother: Late Jahanara khan  
Date of Birth: 8<sup>th</sup> Sept, 1989  
NID: 1474146121

### **Area of Interest:**

HRM, PMS, KPI, Training and Development, Strategic Business Development.

### **Skills**



**Computer Skill:** Sound in Microsoft word, excel, Microsoft project and power point presentation.

**Language:** Fluent in Bangla and English

**Soft Skill:** Teamwork, convincing, inspiring, influencing, negotiation, leadership skill.

**Interest and Hobbies:** Reading books, journals, papers, Internet browsing, research work, photography and Traveling.

## References:

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1. **Md. Musharrof Hossain**, Head, Human Resources Management, icddr,b  
Email: [musharrof@icddr.org](mailto:musharrof@icddr.org), Mobile: (+88) 01713042774, Relationship: professional
2. **Parveen S. Huda**, Managing Director, Renaissance Consultancy Ltd,  
Email: [pshuda01@gmail.com](mailto:pshuda01@gmail.com), Mobile: (+88) 01713 142 514, Relationship: Professional

"I CERTIFY THAT ALL INFORMATION STATED IN THIS CV IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, I AUTHORIZE THE RECEIVER OF THIS CV TO VERIFY THE INFORMATION PROVIDED IN THIS CV"

Yours Truly,



**Nazray Norshed Khan (Anam)**