



MD. ARIF SIDDIKEE

Contact Information

Ak. Siddique House, Hazi
Neyamot Ali Road, Hathazari,
Chattogram, Bangladesh-4337.

+8801813-543757

md.arifsiddiquee@gmail.com

Professional Qualification

- **Post Graduate Diploma in Human Resource Management (PGDHRM), CGPA 3.50**
Bangladesh Institute of Management (BIM)
- **Diploma in Social Compliance, GPA 3.25**
BGMEA Institute of Fashions and Technology.

Education

- **MBA in Finance (2014), CGPA 3.77**
International Islamic University (IIUC)
- **Masters of Business Studies (2013), 2nd Class**
National University
- **Bachelor of Business Studies (2011), 2nd Class**
National University
- **H.S.C in Commerce (2007), CGPA 3.80**
- **S.S.C in Science (2005), CGPA 3.63**

Career Objective:

Want to work as a Human Resource Professional in any large local or multinational company. Ultimate goal is to build my carrier in managerial level within eight years in a reputed organization where I can utilize my experience, talents, abilities and innovative skills in best way.

Experience

- **Meridian Group** (www.meridiangroupbd.com)
Sr. Executive – HR & Admin
1st November 2016 to till now.
- **Azadi Printers Limited.** (www.dainikazadi.org)
Officer- HR & Admin
1st August 2014 to 31 October 2016.

Responsibilities

- To ensure recruitment & selection process that include manpower requisition, job advertisements, CV Screening and filtering, ability test, interview, negotiation & finalizing offer;
- Input data in HRIS and compiling personal files;
- Coordinate to arrange a different training program;
- Monitoring attendance, leave, holiday and overtime management;
- Preparing monthly salary attendance coordination with the IT Department;
- To prepare employee 'Resign List' and 'New Recruitment List' for every running month.
- Preparing yearly employees performance appraisal reports,
- Handling disciplinary action, grievance issues, counseling & motivate the workers;
- Monitoring & communicating for all legal compliance & timely renew of all necessary licenses / permits / certificates of plant.
- Conduct internal audit and assist with ISO audit team;
- Monitor employee's health & hygiene, safety & security, cleanliness and environmental issues in the entire factory premises;
- Monitoring security dept., cleaning dept. & canteen department.

Achievements

- Rewarded with 20% increment within 6 months for outstanding performance;
- Within a 1 years got promotion as Executive from Sr. Officer;

IT Skills

MS word, MS Excel, MS Power Point, MS Access, MS Outlook, Windows Operating, Internet Browsing and E-mailing.

About me

- An “Out of the Box” thinker who thrives on creating solutions.
- Excellent interpersonal skills to create loyalty, value and trust.
- The ability to work hard, maintain focus on goals and meet targets whilst always having the future in mind.
- Multi-tasker with a broad range of skills a desire to learn, a creative mind and superb communication skills.

Interest & Hobbies

- Reading books & journals
- Bike Riding
- Travelling
- Internet Browsing

Extra Curriculum Activities

- General Member of **BSHRM Chittagong chapter**.
- Member of BIM Alumni Society Chittagong (BIMASC)

Declaration

"I certify that all information stated in this CV is true and complete to the best of my knowledge."



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Md. Arif Siddiquee

Professional Training

- 3 days training on Modern HRM practices for greater productivity organized by HRD Foundation Bangladesh
- 1-day training on Corporate Communication & self-Leadership Master class organized by Sapien Institute of Management.
- 1-day training on Recruitment & Selection: process & tools organized by World Academy for Research & Development (WARD).
- 2 days' Workshop & Lab session on KPI Master Class organized by Institute of Professional Development (IPD).

Personal Details

Father's Name : Late Iqbal Siddiquee
Mother's Name : Begum Zohora
Date of birth : 25th May, 1988
Permanent Address : Ak. Siddique House, Hazi Neyamot Ali Road, East Shikerpur, Hathazari, Chattogram.
Nationality : Bangladeshi
Marital Status : Married
Religion : Islam
Blood Group : O+
National ID No : 1933019489

Professional Strength

Sound Knowledge about recruitment, selection and orientation, ISO 9001:2015 (QMS), payroll, communication, negotiation, problem solving and decision making.

References

1. Md. Rajib Haider

HR Manager

Meridian Group,
Dampara, Chittagong. Cell: 01711992150
Email: rajib.haider@meridiangroupbd.com

2. Md. Shaydur Rahman Minto

Head of HR

World Ye Apparels (BD) Ltd.
Plot# 61-64, 70-73, Sector# 2, KEPZ, Chittagong.
Contact: 01777701373
Email: minto@worldye.net