

SHADMAN SAKIB

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WORK EXPERIENCE

MGH Group

Senior Executive, Human Resources (May 2019- Present)

- Designing and implementing overall recruiting strategy of Group Recruitments. Currently I am leading the talent acquisition teams of OBHAI and MGX, two of the major verticals of MGH Group.
- Developing and updating job descriptions and job specifications
- Preparing recruitment materials and post jobs to appropriate platforms
- Sourcing and recruiting candidates by using databases, social media etc
- Screening candidates resumes and job applications
- Conducting assessments and interviews using various reliable recruiting and selection tools/methods to filter candidates
- Preparing Salary files for both permanent and contractual employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations

Management Trainee, Human Resources (December 2018 – April 2019)

- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

British American Tobacco Bangladesh

HR Operations Intern (May 2018- September 2018)

- Coordinated 25 People development workshops under BATB Project Evolution Program for 900 shop floor employees.
- Assisting the Learning and Development team of BATB to prepare the training materials
- Conduction training sessions

EDUCATION

BRAC University

Bachelor of Business Administration, Major in Human Resource Management and Marketing

CGPA: 3.51 out of 4

Passing Year: 2018

BAF Shaheen College, Dhaka

Higher Secondary Certificate (HSC), Science Group

GPA: 4.94 out of 5

Passing Year: 2013

Ideal School and College

Secondary School Certificate (SSC), Science Group

GPA: 5 out of 5

Passing Year: 2011

ACHIEVEMENTS

- 1st Runner up of CreADive 2017 Powered by Unilever
- 2nd Runner up of Berger Presents ADwiz 2017
- Winner of Intra BRACU HSBC Business Case Competition 2018

REFERENCES

Syed Faiyaz Ahsan

Project Manager Evolution

British American Tobacco Bangladesh

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Md Tasbirul Alam Abir

Assistant Manager

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