

Nazmul Hoq Jewel

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Profile Summary

A Human Resource (HR) professional with a practical understanding of business needs with the integration of corporate policies and strategies. Involved with recruitment activities (Both management and non-management) to hire the best in the vacancy of key positions that is critical to business success. Develop manpower planning through proper assessment and required analysis for a structured and efficient manpower supply at various units. Willing to accommodate changes when appropriate and welcoming to other views and ideas to promote a culture of continuous improvement. Accountable to treat everyone with fairness which is a key component of bringing success in any organization.

Professional Experience

BEXIMCO, IT Division (Duration: March 2019 – Till Date)

Position: Assistant Manager, Human Resources Department

Responsibilities

- Overall Recruitment and Selection activities to align with overall business operations
- Develop yearly manpower planning to display the hiring picture
- Detailed analysis to manpower requirement at the various functional unit
- Prepare HR Budget to estimate the financial requirement for the fiscal year
- Assist in Performance Management activities (KRA-KPI based)
- Facilitate and coordinate different training sessions internally and externally
- Look after different organizational development activities to create a vibrant culture inside the organization
- Work to develop different HR policies as well as upgrading the existing ones
- Prepare monthly salary and allowance sheet
- Look after the separation process, conduct exit interview, and final settlement
- Work closely with Human Resource Information System (HRIS) to monitor salary issues, attendance, and leave
- Issue various letters including NOC, Show-cause, Experience Letter and Release Letter
- Handling all kind of joining issues of new employees
- Ensure post joining activities of new employees and provide orientation to make them familiar with the organization and culture
- Looking after the Job confirmation issues
- Manage everyday reports regarding attendance and leave
- Develop and implement different employee engagement activities
- Plan different events to ensure employee motivation and retention in the long run.

SQUARE Pharmaceuticals Ltd (Duration: October 2015 – March 2019)

Position: Executive, M 14, Human Resources Department (Total 3.5 years)

Responsibilities

- Involved with recruitment activities to hire the best in the vacancy of key positions that is critical to business success.
- Responsible for filling out urgent vacancies that are crucial for establishing business support and operations.
- Develop yearly manpower planning through assessing and analyzing future business requirements at various departments.
- Design and ensure manpower availability as per planning ahead of time to foster uninterrupted and smooth business operations.
- Partially looking after and assist the performance management issues (KRA-KPI based).
- Accountable for carrying out investigations to resolve unwanted incidents.
- Preparing reports as per findings.
- Looking after the overall Safety and Security issues of site.
- Identifying the risk factors related to plant safety and security and design an appropriate course of action as per requirement.
- Handle high profile visit and protocol of foreign nationals (Ambassadors, auditors of Ministry of Health from various countries, foreign business delegates, etc.)
- Handling visitors from local administrations (DGDA, Ministry of Health Bangladesh etc.) and provide administrative & logistic support during their visit.
- Overall landscaping and beautification of site.
- Portrayed different types of events (Business, Cultural as well as sports) to foster employee engagement and empowerment to place retention plans and keeping them motivated.

Lakeshore Hotel Dhaka (Duration: December 2014 – September 2015)

Position: Guest Relation Officer (GRO), General Admin (Total 1.0 years)

Responsibilities:

Look after the security and safety issues, maintain transport unit for in-house and external requirements, manage software operations, handling foreigners with necessary support and coordination, establishing good relations with guests, attending phone calls, running check-in check-out operations and so on.

Corporate Training

1. Interviewing Skills for Hiring Managers organized by LCBS Dhaka and Square Pharmaceuticals Ltd. Year: 2018 (Duration: 02 days)
2. Microsoft Excel and Outlook (Topic: Best application and practices of Microsoft Excel and Outlook in communicating with business professionals.) by Square Pharmaceuticals Ltd.

Year: 2017 (Duration: 02 days)

3. Performing HR, best practices in Organizations (Topic: All basic applications related to labor handling and establishment of industrial relationship) by Bangladesh Employers Federation.
Year: 2016 (Duration: 03 days)
4. Bangladesh Labor Law 2015 (Topic: All basic applications related to labor handling and establishment of industrial relationship) by Bangladesh Employers Federation.
Year: 2016 (Duration: 03 days)
5. Office Etiquette and Professional Grooming (Topic: All the do's and don'ts in the professional field as well as maintaining proper and general etiquettes) by Square Pharmaceuticals Ltd.
Year: 2016 (Duration: 03 days)

Education:

- Master of Business Administration (MBA) from Independent University Bangladesh in 2014 (CGPA: 3.59).
- Bachelor of Business Administration (BBA) from North South University Bangladesh in 2011 (CGPA: 2.98)

References

Mr. Major Retired Surajit Mukherjee
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