

MOHAMMAD SAIFULLAH BAGMAR

Mobile: +880199275162
Email: saifbagmar@gmail.com
House 69/C, Road 07, Shekhertek
Mohammadpur, Dhaka 1207



| | |
|----------------|---|
| Nationality | Bangladeshi |
| Year of Birth | 1982 |
| Profession | HR Personnel, Translator, Interpreter |
| Specialisation | Recruitment and Staff Development, Strategic Human Resources Planning, HRMIS, Performance Management, HR Business Partnering, Leadership and Team Management, Talent Acquisition and Management, Training and Organization Development, Data Handling, Employee Relations |

KEY QUALIFICATIONS

A graduate in Business Administration with concentration or major in Human Resources Management. An HR professional with 12+ years of experience in the field of electronic media. Worked as Senior HR Executive with involvement in diversified scope of work – Employee Recruitment & Selection, development of HR Policies and Procedures, Payroll Management, execution of Employee Relation Activities, Training & Staff Development, Team building to facilitate specific Organizational Development.

Active involvement in recruitment and selection process of higher to mid-level employees in a number of media channels starting from talent acquisition, questionnaire preparation, interviews, selection and final appointment. Conducted orientation programs and designed various management & leadership trainings for staff and organizational development.

Skilled in strategic HR planning and policies, HR business development, Reporting, Coordination and Team Management., Employee Database Management, Employee Evaluation.

Software expertise are Microsoft Office (MS Excel, MS Presentation).

Apart from my HR career, I am an avid book reader which supported me in translatory work of few English books (recent was The Blood Telegram by Gary J Bass). Also, this benefitted me to work as an interpreter with a team of foreign documentary film makers. With my leadership and management skills I have been able to successfully organize few big events like concerts and 100 years celebrations of Nabakumar Institution. I strongly believe the ability to keep continuing is the key to success.

EDUCATION AND PROFESSIONAL STATUS

Master of Business Administration (MBA), 2014

Faculty of Business Studies, Management Studies, University of Dhaka
Major: Human Resources Management

Bachelor of Business Administration (BBA), 2006

School of Business, North South University
Major: Human Resources Management

EXPERIENCE RECORD/ EMPLOYMENT HISTORY

Senior Manager, Human Resources Somoy Media Limited July 2010 – June 2021

Somoy Media Limited (Television) is a 24-hour news & current affairs television channel started in April 2011 and is one of the popular news TV channels in Bangladesh. I had the opportunity to work with organization from the very beginning.

Main responsibilities and duties included –

Being a core team member, played an important role in the organizational strategic HR planning and has been involved in versatile responsibilities.

- Structuring, directing and updating HR related rules of leave policy, TA/DA policy, various allowances, benefit schemes, festival bonuses etc.
- Designing and preparing various HR forms & policies for smooth execution of regular HR operations and process
- Structuring and conducting yearly evaluation of all employees which resulted in the yearly increment and promotion
- Driving the design, development and implementation of HRMIS for the company
- Conducting and facilitating the recruitment process of all the journalists/ reporters of Somoy Television – sourcing potential talents, background checks, conducting interviews, discussing, and issuing employee contracts
- Coordinating cross-functional activities within departments, like Finance, Administration, BOE&IT and also providing support to maintain a productive relationship among the departments.
- Maintaining and updating all confidential employee files and organizational information database
- Drafting, preparing and finalizing of all kinds of confidential papers, official reports/ notices and documents in both Bangla and English for the company and to be used within the industry.
- Also conducted the entire recruitment and selection process of more than 500 fresher candidates and supervising the orientation program to appraise them about company procedures and policies.
- Conducting thorough investigation on complaints brought forward by employees such as discrimination claims, policy variations, personal conflicts to come up with appropriate prompt resolutions
- Organizing staff-wide meetings, create meeting agendas, assigning and monitoring action items accordingly after meetings
- Devised and implemented strategic HR (developmental) programs to enhance employee engagement related to their continuous personal and professional growth
- Providing management reports on salaries, attendance, employee performance, conflicts resolutions etc.
- Conducting exit interviews ensuring HR regulations and documenting all feedbacks for any future HR policy update and organizational development
- Also performed related routine administrative tasks before joining of an admin manager

Jamuna Television Limited.
Senior Executive, Human Resources
July 2009 – June 2010

Jamuna Television, commonly known as Jamuna TV is another privately owned Bangladeshi satellite and cable news and current affairs television channel.

Main responsibilities and duties included –

- Played the key process/functional role for building up the HRMIS system and coordinated with the developer of the system at every phase of implementation
- Active involvement in the recruitment process - sorting out CVs, background checks, scheduling interviews, assisting in conducting interviews, issuing employee contracts, and facilitating the first-day orientations to acquaint them with company's procedures and policies
- Devised and implemented strategic HR programs to enhance employee engagement and organizational development
- Maintaining and updating employee database and organizational information
- Coordinating and facilitating salary account opening and ensure timely disbursement of salaries
- Providing management reports on salaries, attendance, employee performance and requirements
- Managing exit interviews during employee separation ensuring organizational HR policies are maintained
- Coordinating cross-functional activities with other departments, like Finance, Administration, Operations, etc.

CSB News
Executive, Human Resources
Nov 2006 – Nov 2007

CSB (Chronus Satellite Broadcast) News was Bangladesh's first 24-hour news channel started in 2006. I joined the organization as an intern and continued to work with the team.

Main responsibilities and duties included –

- Assisting in the recruitment process of employees - sorting out CVs, background checks, scheduling interviews and assisting in conducting interviews
 - Assisting the first-day orientation programs to familiarize the new employees with company's procedures and policies
 - Assisting in design, development, and implementation of HRMIS for the company
 - Maintaining employee files and updating all information for new and old employees
 - Updating and monitoring all HR-related information, providing immediate response to all inquiries regarding HR policies, employment laws and compliance
 - Assisting in opening salary bank accounts of all employees with the designated bank
 - Monitoring and preparing reports on absent & leave management, employee attendance, salary statements and employee complaints
 - Assisting in various HR related management and training works
-

PROFESSIONAL TRAINING

Managerial Communication for Professional Success (MCPS), 2020

Institute Of Business Administration (IBA), University of Dhaka
Six Week Certificate Course

LANGUAGE CAPABILITY

Bengali : Mother tongue
English : Spoken – very good; written – very good; reading – very good

ADDITIONAL EXPOSURE

- Assisted in translatory work of few English books with Neaz Morshed Quaderi (recent was The Blood Telegram by Gary J Bass), 2020
- Organized 100 years anniversary program of Nabakumar Institution, historical education institute in Bakshi Bazar of old Dhaka, the program involved more than thousands of participants, 2015
- Worked as an interpreter for a week with a team of documentary film makers (one Swiss and two German nationals) in the north region of the country where it was necessary to interpret all the interviews almost instantly, 2006
- Organized concerts in Women's Complex, 2005
- Worked as a conference aide in Asia Pacific Micro-Credit Summit meeting of council held in Dhaka during 16th-19th February 2004
- Was selected as a finalist for the John Player's Gold Leaf Experience, 2004
- Also participated as a volunteer in a conference in Hotel Sheraton, 2004