

Curriculum Vitae

CONTACT INFO



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MOHAMMAD DOBIBUL ISLAM RION

CAREER OBJECTIVE

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employee's needs.

CAREER SUMMERY

- 2 years+ of professional experience in Human Resources Management.
- Experienced in- Talent Acquisitions, HR Operations, HRMS and HRIS Development, Disciplinary & Grievance Management, Training & Development.

PROFESSIONAL EXPERIENCE



বাংলাদেশ ফাউন্ড্রি এন্ড ইঞ্জিনিয়ারিং ওয়ার্কস লিমিটেড
BANGLADESH FOUNDRY & ENGINEERING WORKS LTD.
An ISO Certified Company

**Bangladesh Foundry &
Engineering Works Ltd.**
Executive -HR
Sep 2020 to Continuing

1. To arrange, conduct & process employees Recruitment & Selection as per Recruitment & Selection Policy & Procedure and ensure that fair recruitment is followed.
2. To prepare and post Job advertisement in various sources.
3. CV screening, shortlisting and communicating to potential candidates.
4. To arrange written test, ability test, interview, negotiation and finalizing offer. Also conduct reference/ background check.
5. Ensures the continual accuracy of the payroll and ERP database through periodic and timely updates of changes to headcounts, salaries, benefits, and performance appraisals.
6. Record and process employee information including annual leave, salaries and working hours.
7. Ensures all compensation process like grading system, job evaluation system and benefits arrangements are aligned with the organizations overall strategy and industry trend.
8. Plan, Design, develop, implement and manage salary, incentive and benefits packages.
9. Coordinate competitive market research to review current pay practices to implement new benefits arrangements.
10. Monitor all pay practices and systems for effectiveness and cost containment.
11. Ensures all compensation process like grading system, job evaluation system and benefits arrangements are aligned with the organizations overall strategy and industry trend.
12. Ensure day-to-day HR work that includes attendance and leave management, Personal file updates, Master database and Resign Database and HRIS Update.



Fiber@Home Ltd.
Executive-HR
March 2019 – Jul 2020

1. Maintain HR services & attendance management of 1200+ employees. prepare various report like absenteeism report, leave report, salary deduction report.
2. Maintain HRIS, Master Database & Resign Database. Process and maintain periodic reports of employee record data.
3. Research and analyze data to identify data analysis gaps and create strategies to address them.
4. Complete and run the Recruitment and Selection process, Maintain CV bank and categorize all kinds of CVs according to its nature.
5. Arrange selection process like interview, written test, assessment etc.
6. Arrange Induction program for newly joined employees.
7. Prepare job advertisements (job descriptions and specifications) to post on Bdjobs, Career site and Social Media.
8. Prepare different letters, certificates, deed/agreement, service bond & assisting management in formulating different HR policies

9. Ensure employee separation and related documentation, Conduct off-boarding process, handover-takeover of office assets, ensure clearance from all departments and complete final settlement procedure.
10. Maintain disciplinary procedures as per company policies.
11. Prepare Show cause letter, Conduct investigation hearing panel, Preparing Investigation report, monitoring of appropriate disciplinary action procedures among staff.

JAMUNABANK

**Jamuna Bank
(Internship)
Oct 2018 to Dec 2018**

1. Successfully assisted in handling financial data, also had to prepare and review monthly Leave report for the Branch (HRIS).
2. Assist branch Accounts department for Monthly Branch payroll and petty cash Bill submission.
3. Conduct daily clean cash book.
4. Assisted Credit department on a frequent basis as well kept track of financial reports and audit reports.

EDUCATION

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| ● | Bachelor of Business Administration (B.B.A) |
| | University : North South University |
| | Graduation Year : 2018 |
| | Major : Human Resource Management |
| | Results : CGPA 3.05 scale of 4 |
| ● | Higher Secondary Certificate (H.S.C) |
| | Institution : Dhaka Residential Model College |
| | Passing year : 2012 |
| | Group : Commerce |
| | Results : GPA 5 |
| ● | Secondary School Certificate (S.S.C) |
| | Institution : Mohammadpur Model School and College |
| | Passing year : 2010 |
| | Group : Commerce |
| | Results : GPA 4.81 |

TRAINING AND DEVELOPMENT SESSIONS

- Workshop & Learning sessions on “Bangladesh Labor Law & Rules” facilitated by Md. Rafiqul Islam FIPM (BDJOBS Training) (30th June 2019)
- Training On “Microsoft Excel” Conducted by Fiber@Home Ltd. On 20th March 2019.
- BDJOBS-AMCAT CERTIFIED HUMAN RESOURCE MANAGER (Employability Certification issued by bdjobs.com on 12th January 2019)
- HR SPEAKS OUT 2.0 (Recruitment, Selection, Leadership) organized by NSU HR CLUB which was held on 7th December, 2017.

REFERENCE

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