



Cell : 01707 352 034

email : shibgat@hotmail.com

LinkedIn Profile: <https://bd.linkedin.com/in/shibgat-ullah-al-mahmud-24156459>

Mailing Address : Amena Monzil, House No: 1255, Middle Rampur, Ketura Moshjid Lane, Bou Bazar, Halishahar, Chattogram, Bangladesh.

Shibgat Ullah Al Mahmud

Sr. Executive

HR

JMS Group

Profile

As a Human Resource professional, I have proven the ability to improve working environments and responsible to provide my dedication to the organization. Sensitive to employee concerns, I possess interpersonal skills, illustrating the maximum judgment in working place and show the nobility when I deal with confidential task. Moreover, I am proficient in payroll systems, administrative task and worker labor law.

Objective

A resourceful individual with human resources, experience to strive over a position in human resources to use a thorough knowledge of business development information to navigate the operation effectively.

Experience

JMS Group

Sr. Executive

HR

CEPZ, Chattogram, Bangladesh

February 17, 2020 – Present

- Process monthly payroll, including new starters, leavers, time-sheets, calculation of pay and delivered to the department of Accounts.
- Furnish any other paying, accountable or administrative activities as defined.
- Implementation, maintenance, and review of payroll encoding measures to ensure timely and factual scanning of payroll transactions, including salaries, benefits, taxes and other deductions.
- Monitor and ensure the complete and final settlement bill and affirm compensation advantages.
- Arrange, conduct & process employees Recruitment & Selection as per set Recruitment & Selection policy & Procedure and ensure that a fair recruitment is followed.

- Focus on ensuring that employee work results are planned, monitored and evaluated.

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Executive

HR

Chandgaon I/A, Outer Signal, Chattogram.

January 04, 2016 – January 16, 2020 (Four years and Fourteen days)

- Maintain employees' leaves, medical and attendance records. Keeping track of employees' attendance / absenteeism and report to the HR Manager.
- Monitor and keep data input and update it into the ERP system.
- Understanding and executing employee requisitions, requirements, and issues from all departments. Synthesizing employee orientation and facilitating newcomers joining formalities.
- The Issue notices those who have not appeared to his workplace for a long time and request through another letter to join his work. The entire system is followed by Bangladesh Labor Law.
- Draw up various types of allowance sheets, leave encashment, incentives and festival bonus as per the company's policy and local law.
- Periodically prepare monthly salary sheet and provide it to the accounts department. Besides, responsible to implement the company's wage and salary structure accurately.
- Ensure the appraisal and confirmation of workers after three months consecutively. On the other hand, arrange the yearly appraisal sheet for permanent workers.
- Put up Full and Final Settlement Bill, Suspension Bill and Maternity Bill of the employee.
- Accomplishment monthly manpower turnover and retention report, which provides it to the top level of management. Following management guidelines in preparing, updating, and recommending human resource policies and procedures.
- Maintain and update the worker's personal file. (More than 6000+ worker)
- Incessantly educate employees on company policies (including sexual harassment and appropriate dress etc.) and keep employee handbook current.
- Conducting internal Social Compliance Audit in the factory as per customer(s) requirement.
- Ensuring statutory compliances for PF withdrawal, annual returns, factory license, shop and establishment license, labor law and record information on a timely basis.

Education

Master of Business Administration

Major on Human Resource Management
International Islamic University Chittagong
GPA 3.20 out 4; August 2018

Bachelor of Business Administration

Major on Human Resource Management
International Islamic University Chittagong
GPA 3.25 out 4; August 2015

Professional Credential

Professional in Human Resources – International (PHRi)

Human Resource Certification Institute
Duration: *In Progress*

Advanced Certificate in Human Resource Management (ACHRM)

East Delta University
Duration: *In Progress*

Training Summary

On 03rd February 2018, I possessed the training from the **Bangladesh Society for Human Resources Management**, covering the topic on “**HR Auditing Essentials**”.

On 21st February 2020, I possessed the training from the **Institute of Industrial Management**, covering the topic on “**Five Levels of Leadership, Techniques of Leadership**”

Additional Skills

- Proficient in Microsoft Office
- Fluent in Bangla and English.
- Able to work in a fast-paced environment and under stressed condition.

Personal Information

Father's Name: Mozammel Hossain
Mother's Name: Rowsan Ara Begum
Date of Birth: January 01, 1994
Blood Group: O+
Religion: Islam
Marital Status: Single
NID: **4151924166**
Permanent Address: Same as mailing Address.

Reference

1.

Mr. Ataur Rahman

Deputy General Manager- HR, Admin & Compliance
Email: ataur@mafshoes.com
Mobile: 01988802720
Maf Shoes Limited
Outer Signal, Chandgaon I/A,
Chattogram

2.

Ms. Silufa Begum

Assistant Manager
SDH AND DWDM NETWORK
Email: silufa@fiberathome.net
Mobile: 01847102440
Fiber @ Home Ltd.

Signature



Shibgat Ullah Al Mahmud