



Md. Rakib Ahmad



CONTACT

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SPECIALIZATION

- Compensation & Benefits
- Factory HR Administration
- HRIS / HR Database Management
- Labor Union Management
- Employee Engagement

ACADEMIC QUALIFICATIONS

PGDHRM

Bangladesh Institute of Human Resource Management
2016

Bachelor of Business Administration (BBA)

Major: Finance
Northern University
Bangladesh
2009-2013

Higher Secondary School Certificate,

Group- Business Studies
Dhaka Commerce College,
Dhaka
2007-2009

Secondary School Certificate,

Group- Commerce
Police Line School and College, Rangpur
2007

CAREER OBJECTIVE

To develop my career, prefer to work in a team to achieve the organizational target. Lead the team and improve overall performance as well as having own job satisfaction with the eventual aim to contribute the country's economy.

CAREER SUMMARY

- Sr. Executive – Human Resources at Bata Shoe Company (Bangladesh) Ltd. (January, 2019 – June, 2020)
- Executive – Human Resources at Bata Shoe Company (Bangladesh) Ltd. (January, 2019 – December, 2018)
- Senior Officer – Human Resources at Bata Shoe Company (Bangladesh) Ltd. (January, 2018 – December, 2017)
- Officer - Human Resources at Bata Shoe Company (Bangladesh) Ltd. (June, 2014 – December, 2016)
- Intern – Human Resources at Bata Shoe Company (Bangladesh) Ltd. (October, 2013 – February, 2014)

EXPERIENCE

Sr. Executive- Human Resources (Compensation & Benifits) Bata Shoe Company (BD) Ltd, Tongi, Gazipur

January 2019 – June-2020

Duties/Responsibilities:

1. Manage overall Payroll Process Including: Management, Retail & Non Retail Sales, Factory and Third party Labour Payroll.
2. Ensure the processing of new Joining, Transfers and Promotions, Confirmations, Retirements, Separations in accurate and timely.
3. Look after HRIS/ HR Database Management, Attendance, Leave Management, Medical Facilities Management, Canteen Facilities Management.
4. Handling IR Related issues and taking disciplinary actions.
5. Arrange Training & Development programs for Factory workers on basis of their needs.
6. Prepared various relevant reports as per requirement like monthly, quarterly & year end.
7. Arrange Employee Engagement programs like: Town hall Meetings, Birthday Celebrations, Annual Picnic, Annual Sports and other events.
8. Maintaining Relationship with Labor Union and other officials.

Executive- Human Resources Bata Shoe Company (BD) Ltd, Tongi, Gazipur

January 2018 – December 2018

Duties/Responsibilities:

1. Manage all Retail and Non Retail sales staffs' salary, Bonus and Incentives by ensuring their attendance and leave.
2. Interact actively with Operations, HR and Accounts to review cross departmental impacts and reconcile data sharing.
3. HR documentation & filings.
4. Assist in other HR related works as directed by the Management.
5. Arrange Employee Engagement programs like: Town hall Meetings, Birthday Celebrations, Annual Picnic, Annual Sports and other events.

Sr. Officer- Human Resources Bata Shoe Company (BD) Ltd, Tongi, Gazipur

January 2017 – December 2017

Duties/Responsibilities:

1. Manage factory workers wages and salary sheets and ensure salary/wages disbursement of both Tongi & Dhamrai Plant
2. Ensure the attendance and leave management of all Factory workers.
3. Maintain employee relations, Payroll documentation & filings.
4. Assist in other HR related works as directed by the Management.

SKILLS

- **Language:** Bengali and English (Proficient in Speaking, Writing and Reading)
- **Computer:** Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop
- **Interpersonal:** Friendly, Creative, Team Player, Good Communicator.

INTERESTS

- Willingness to work with others and respect their views
- Build relationship with human at all levels
- Travelling
- Reading Books

LANGUAGE

- BENGLA ★★★★★
- ENGLISH ★★★★★

Officer- Human Resources

Bata Shoe Company (BD) Ltd, Tongi, Gazipur

June 2014 – December 2016

Duties/Responsibilities:

1. Collecting production data from department in-charges and Prepare the final salary sheet of factory worker in every week..
2. Check the casual labor attendance and prepare their salary sheets, monthly bonuses.
3. Check and prepare security guard's monthly salary.
4. Maintain employee relations, Payroll documentation & filings.
5. Assist in other works as directed by the Management.

Intern- Human Resources

Bata Shoe Company (BD) Ltd, Tongi, Gazipur

October 2013 – February 2014

Duties/Responsibilities:

1. Work with Recruitment Team.
2. Work with Organizational Development Team.
2. Work with Welfare Team.
3. Work with Sales HR Team.

ATTENDED TRAINING & CONFERENCE

| Training Title | Training Period | Organized by |
|---------------------------------|-----------------|-----------------------------|
| Team Excellence | 1 Day | Bata Shoe Company (BD) Ltd. |
| Microsoft Office Excel Training | 1 Day | Bata Shoe Company (BD) Ltd. |

EXTRA-CURRICULAR ACTIVITIES

| Role | Organization |
|--|-----------------------------|
| Volunteer- Bata Children Program (BCP) | Bata Shoe Company (BD) Ltd. |
| Volunteer- Bata Annual Picnic Program | Bata Shoe Company (BD) Ltd. |
| Volunteer- Bata Annual Sports Program | Bata Shoe Company (BD) Ltd. |

REFERENCES

| | |
|--|---|
| Syed Zahidul Islam General Manager - Human Resources Singer Bangladesh Ltd. Mobile: 01713-333187 | Md. Enamul Haque AGM - Human Resources Bata Shoe Co. (BD) Ltd. Mobile: 01713-333188 |
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DECLARATION

I do hereby declare that all the information given above is true to the best of my knowledge and belief.



Md. Rakib Ahmad