



# Ashraful Islam Reshad

## Executive, Human Resource Star Cineplex (Show Motion Limited)

Cell: 01676693339, Email: reshadow24@gmail.com

### PERSONAL SUMMARY

Dynamic Executive of Human Resources bringing 3 years of experience providing guidance on HR topics and challenges. Committed to supporting recruitment efforts with focus on engaging and retaining talented staff. I am organized, process driven, and have the ability to develop efficient administrative procedures. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, high-level emotional intelligence and solid expertise in employee relations. Implementing Labor Law according to BLA 2006 and with latest amendment and Organization development is my main objective.

Right now, I want to be part of a successful HR team in a different business sector and to work for a company where there will be significant career development opportunities.

### CAREER HISTORY

#### Star Cineplex

Executive, HR

July 2018- Present

##### Duties

- Leave management: Ensure the prompt and accurate processing of leavers and generate documentation, data management, file management.
- Recruitment: CV sorting, candidate selection, recruit, join, reference check, induction & orientation.
- Oversee and manage a performance appraisal system that drives high performance.
- Collaborate and participate actively in the development of HR solutions with line managers.
- HRIS maintain and develop new ideas to addons.
- Manages a wide range of administrative support tasks and provides general administrative assistance as necessary including ownership of HR supplies orders.
- Prepare presentation materials, assist with developing communication materials and provide support for HR initiatives.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Perform special projects as directed.
- Preparing all kinds of Office Notices, Notes & Letters.
- Manage relationships with external providers.
- Passionate to create a great place to work.
- Payroll with MS Excel.
- Employee's salary account banking formalities

#### Lumen Textile Limited

Management Trainee Officer, Admin Dept

January 2018 – Jun 2018

##### Duties:

- Ensure the prompt and accurate processing of leavers and generate
- Documentation
- Data Management
- File Management
- Payroll
- Grievance

### AREAS OF EXPERTISE

*Grievance Handling*

*Payroll Management*

*MS Excel*

*PowerPoint Presentation*

*Talent Hunt*

*Corporate strategies*

*Blue Collar Recruitment*

*Environment Generate*

*Organization Development*

*Strategic HRM*

*Logistic Knowledge*

*Software Adaptability*

### CAREER STATEMENT

*"My greatest strength is my adaptability. I learn very quickly and I have an immense hunger to learn things. I believe I have the capability to deliver the operational solutions to complex problems. One of my favorite ideologies is to maintain quality of my work. I always focus on my contribution to improve myself and supply the best service to my company. My workplace is another home and I always want to decorate it."*

## PERSONAL SKILLS

Constantly focused

Problem solver

Optimistic

Solutions focused

Identifying trends

Responsive

Adaptive

Positive & amicable

Technical

Well organized

Influencing skills

Relationship building

## PERSONAL DETAILS

Ashraful Islam Reshad  
Permanent Address:  
NHB: 7/A1, Block-G, road 5  
Mirpur-2 (Beside Stadium),  
Dhaka, Bangladesh  
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## References

MD. Saifur Rahman  
Chairman  
SKB Stainless Steel LTD  
Contact: 01714578431

Esfar E Alam Turjo  
Faculty of BRAC University  
Contact: 01715170529

## KEY COMPETENCIES AND SKILLS

### HR & Admin

### Professional

- HRIS/HRMS Maintain
- Organizational Development
- Recruitment (Blue and White-Collar)
- Development Training
- Candidate Sourcing
- Oracle Database Maintain
- Team Building Ability
- File Management
- Relationship Building
- Salary Negotiation (Workshopped)
- Contract Negotiation
- Talent Management (Personal CV Bank)
- Payroll Management (Excel)
- Leadership (Certified)✓
- Administrative Skill
- Reporting Skills

### Remarkable Contribution to my company

- I have reduced employee overtime problem significantly (almost 00:00 hours). As a result, my company have to spend less in employee section than previous.
- I have changed the Payroll Process (In Excel) in my company. It is now easier to get the better result with accurate information.
- I make presentation for my company in a very easier way to understand better in training session.

### Linguistic

English 

Bangla 

Japanese 

### Academic

**MBA (HUMAN RESOURCE MANAGEMENT)**  
BRAC UNIVERSITY (RUNNING)  
Achievement: Result Base Scholarship (Current CGPA: 3.58 out of 4)

**B.Sc (COMPUTER SCIENCE & ENGINEERING)**  
BRAC UNIVERSITY: 2017

**HSC ADAMJEE CANTONMENT COLLEGE: 2011**  
Science is my major and involved in cultural functions and Sports event directly.

**SSC ADAMJEE CANTONMENT PUBLIC SCHOOL: 2009**  
Science is my major and involved in cultural functions and Sports event directly and have a GPA 5.