

Safin Majid

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Profile Summary:

- Smart worker with strong interpersonal communication skill and highly dedicated as part of a team or as individual.
- Result driven individual with strategic and analytical ability.
- Flexible enough to adapt to vibrant environment.
- Highly motivated and appreciate rewarding learning opportunities

Experiences:

Payroll Support Officer – Payroll Banking Eastern Bank Limited



August 2019 – Present

- Executing daily operational issues of payroll banking & ensure superior service to payroll clients.
- Coordinate with BDMs to ensure smooth execution of Customer's queries & request.
- Ensure smooth salary disbursement of payroll clients.
- Coordinate with card department & call carter for the Payroll card Activate /Block /Replacement /PIN Replacement and coordinate with branches for Endorsement issues.
- Answer Payroll audit and prepare audit reply repots. Support the different audit process (Internal, external & Government) & resolving audit findings within the agreed time frame.
- Verify and checking system entries for both weekly and monthly payroll.
- Maintain Query related MIS



Assistant Manager – HR & Admin INCEPTION 360

August 2018 – July 2019

- Establishing nation-wide commutation by maintaining strong communication with clients, vendors and both internal and external employees,
- Conducting Recruitment process, testing, and interviewing program, candidate selection, exit interviews, recommends changes for both permanent & contractual employees.
- Emphasizing on performance management and improvement tracking systems.
- Preparing the employees for assignments by establishing and conducting orientation and development programs , training session and employee recordkeeping.
- Providing compensation and benefits to the both permanent and contractual employee.

- Maintaining the employee files, work structure by updating job requirements and job descriptions for all positions, Assist with day to day operations of the HR functions and coordinate HR projects.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Provides payroll information by collecting relevant data (absences, bonus, leaves, etc).
- Maintaining employee confidence and protects operations by keeping human resource information confidential.

Alcon A Novartis Division

 **NOVARTIS**

Management Trainee

Alcon Pharmaceuticals Ltd. (A Novartis pharmaceuticals Division)

July 2016 – July 2017

- Preparing Sales Report for Marketing Team and providing logistic support to sales team
- Worked in HR department and Compliance department under the of HR & Compliance head
- Successfully managed high profile clients and tracks supply for BAU
- Achieved specialized recognition for the negotiation, presentation skill and corporate program organization skill.
- Conducting the HR projects time to time. (Successfully organized the POA:2 Smeeting at cox-bazar)
- Preparing coordinating training programs for sales team
- Assist Country Head for doing research report
- Communicate to external supplier as per requirement, maintain & update employee database

Deputed as Marketing Officer to Distributor of Alcon for looking after business matters in favor of Alcon Pharmaceuticals Ltd. as marketing officer

- Conducted Marketing strategic Planning.
- Conduct Strategic Planning, Sales Forecasting and budgeting, for marketing sales team.
- Conduct and prepare sales report for sales team performance evaluation on basis of monthly, quarterly and annually.
- Conduct Strategic Planning (Sales Forecasting and budgeting)) for marketing sales team.
- Prepare marketing support materials (Product brochure, dangler, stickers, gifts like pen, weight paper, year calendar, Diary and written pads and etc.) for sales team as promotional material.
- Conduct and prepare sales report for sales team performance evaluation on basis of monthly, quarterly and annually.
- Successfully organized Sales meeting, conducted Projects of HR Successfully organized.

 **BRAC BANK**
LIMITED

Intern, SME(Deposit)

May 2012 -August 2012

Head Office, BRAC Bank Limited

- Actively contributed to the launching of Shonchoy SME Deposit project for Brac Bank Ltd.
- Prepared FAQ for Shonchoy SME Deposit product for customer awareness and gained insights about branding of a new project product.
- Experience about how to initiate new project launch and grab customer's attention for new scheme.
- Experienced about key strategies and proposition that grab customer's attention.

Education:

Master Of Business Administration (MBA)

(Year of Completion: December 2015)

North South University (NSU), Dhaka.

CGPA: **3.53** in the scale of **4**

Major - **Marketing**

Minor- **Human Resource Management (HRM)**

Bachelor of Business Administration (BBA)

(Year of Completion:2012)

BRAC University, Dhaka.

Major -**Marketing**, Minor – **Finance****Higher Secondary Certificate (HSC)**

(Year of Completion:2007)

Dhaka Women College, Dhaka.

Group – **Science****Secondary School Certificate (SSC)**

(Year of Completion:2005)

Agrani School and College, Dhaka.

Group – **Science****Achievements:**

- Successfully organized the POA:2 Team meeting at Coks-bazar.
- Successfully organized Team building outings of 2017 at Rangamati. Successfully Organized Sales meeting & Seminar on National Seminar on Infection Control and CSSD
- Cum Laude for MBA for North South University.

Co-Curricular and Volunteering:

- Attended training at BRAC University TARC (Training and Resource Center) in a residential semester for developing skills in **Communication, Communication living, Painting, Dancing, Taekwondo**, etc.
- Participated actively in the extra-curricular activities organized by **Biz Bee, Global Affairs Club of BRACU** and **UCD 2011 of JAGGO Foundation** & Active Member of **NSU MBA Club**.

Computer Skills:

- Have command over Microsoft Office, internet communication.
- Basic knowledge of HTML, Operational knowledge of Digital Marketing, SMM, SEO, UBS, Power Docx, Power Card.

Personal Skills/ Strengths:

- A strong drive for responsible task completion, Typing speed 55 wpm & Effective time management.
- Able to work in a group under the guidance of others, and have the ability to guide others.
- Multitasking, Self-confidence, able to convince populace.
- Punctual and hardworking, able to work under pressure.

Language Competency:

- Bengali & English- High in Speaking, Writing, Reading and Listening
- Hindi- Moderate in Speaking and Listening

Date of Birth : 22th May, 1990**Nationality** : Bangladeshi**Religion** : Islam (Sunni)**Reference (s):**

Reference: 01
Name : Professor Dr. Mohammad Khasro Miah
Organization : North South University (NSU)
Designation : Director, Career & Placement Center, NSU
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Safin Majid

Reference: 02
Dr. A. K. M. Saiful Majid
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