



Human Resource Manager

JAKARIYA SIDDIKI

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Career Objective:

Maintaining and enhancing Human Capital productively in an organization as HR Professional, developing strong manpower, identifying talent and deploying professionalism in order to achieve organizational and Personal goal.

Career Summary:

As a Human Resource Representative HR Profession started as a Jr. Executive (HR & Admin) at BOND Company and recent position is Sr. Executive (HR & Admin) at JAMUNA Group of Industries, experienced in different position where mainly includes HR planning, organizing, PMS, Talent recruiter, on boarding, managing employee benefits (monetary and non-monetary and employee motivation, retention), Payroll, attendance & leave, training & development and resolve daily HR & administration issues

Special Qualification:

- * Excellent knowledge on HRIS Software.
- * Skills on Recruitment and Selection process under specific method
- * Knowledge on Labor law-2006.
- * Good command over Office suit and Outlook.
- * Typing aptitudes both Bangla and English.

Employment History:

Total Year of Experience : 3.4 Year(s)

1. Sr. Executive(Group HR & Admin) (December 15, 2019 - Continuing)

JAMUNA Group of Industries

Company Location: Corporate Headquarter |JAMUNA Future Park, Ka-244, Progati Sarani, Kuril, Baridhara, Dhaka-1229
Department: HR & Admin

Duties/Responsibilities:

- * Operation (HRIS) Software (Human Resource Database).

Solution of total Recruitment and Selection:

||Head Hunting||Talent recruiter||

*Receiving manpower requisition for recruiting new employee and preparing/ collecting Job description(JD) , prepare job advertisement and arrange publication in different channel, CV screening, sorting, shortlisting and arrange for interview session(Both written and Verbal) and obtaining selection approval, assist joining formalities(Documentation), orientation, induction training and on boarding. Maintaining CV bank. Recruited over 500 candidates in different position within this existing organization.

- * To Assist management in effective manpower planning so that maximum works can be done with minimum workforce maintaining the standard quality.
- * Assist performance appraisal process by collecting, analyzing and summarize data.
- * Assist disciplinary action:
Observe, analyze and identify the possible conflict of interest, dissatisfaction/anti-motivational factor and council the concern associate accordingly.
- * Maintain HR compliance and external environment (Dining, office cleaning and hygiene Corporate office premises).
- * Prepare end to end monthly attendance summary and Movement summary for forwarding to management.
- * Budgeting and forwarding office stationary and toiletries item from end to end every month.
- * Arrange meeting, preparing meeting minutes and process for approval.
- * Conducting final settlement and exit interview, and Preparing different types of office circular notice, memos, Appointment letter, offer letter, confirmation letter, show-cause letter, posting and transfer order and and so on.

2. Executive(HR and Admin) (July 1, 2018 - December 10, 2019)

SAMSUNG|Electra International

Company Location : Tropical Mollah Tower(6th Floor), 15/1-15/4 Progati Sarani, Middle Badda, Dhaka-1212

Department: HRD

Duties/Responsibilities:

1. Operation HRIS Software (Human Resource Database).
- *Master Maintenance * Attendance Recording * Leave Management * Payroll.
2. Preparation of recruitment and selection process including placement of job advertisement. Preparation for interview sessions including call up short listed candidates and placement of interview assessment forms, question prepare and answer sheet for written examination and also preparation of promotional Exam results as per management decisions.
3. Preparing Appointment Letters, Offer letter, Confirmation letter according to Labor law or company policy.
4. preparing Posting and transfer order, Show cause letter, Termination letter and dismissal letter etc.
5. Updating and maintaining personal file for each employee and providing all new employee Bank account opening form.
6. Operation all employee location Tracking and monitoring disciplinary movement.
7. Preparing meeting minutes and Assist Top Management to develop strategic organizational planing.

3. Trainee Assistant Officer (Sales Executive) (February 1, 2018 - June 30, 2018)

Eastern Bank Ltd.

Company Location : House# 08, Road# 01, Sector# 09 Uttara model Town, Uttara Dhaka-1230

Department: Retail Banking

Duties/Responsibilities:

1. Visit potential customer for boosting Sales Credit Card.
2. Meet monthly individual sales target and maintain KPI and earn commission.
3. Corporate visit for potential customers, collection files.
4. Preparing daily call report(Customer data)
5. Collection necessary documents from customers, such as Photocopy of National ID card, office ID copy, E-Tin Certificate, Bank Statement & Salary certificate etc.
6. Preparing TP, KYC and opening easy account.
7. Verification of customer working address

4. Jr. Officer(HR & Admin) (January 10, 2017 - December 25, 2017)

Bond Company

Company Location : H# 71,R#11, Block#D, Banani Dhaka-1213

Department: HRD

Duties/Responsibilities:

1. Recruitment and Selection process of workers and Employees
 2. Preparing daily attendance report.
 3. Maintaining and updating workers and Employees personnel files.
 4. Preparing appointment letter, confirmation letter and experience certificate.
- All administrative work.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Human Resource Management	University of Dhaka	Enrolled	2020	2	-
Bachelor of Business Administration (BBA)	Human Resource Management	Manarat International University	CGPA:3.09 out of 4	2017	4	Former vice president of our university sports club (MIU SC)
HSC	Business Studies	Hathazari College	CGPA:3.4 out of 5	2009	2	-
SSC	Science	Yasin Nagar Model High School	CGPA:2.63 out of 5	2005	2	-

Bdiobs-AMCAT Employability Certificates

Test Name	Test Date
Human Resource Manager (English, HR Situational Judgment Test, Information Gathering & Synthesis, Personality)	September 13, 2019

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics design	Graphics Design, Multimedia, Illustrator.	Bangladesh Computer Council	Bangladesh	Dhaka	2017	3 months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 28000
 Preferred Job Category : HR/Org. Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Australia, Canada, China, Colombia, Germany, Italy, United Arab Emirates, United Kingdom, United States
 Preferred Organization Types : Banks, Investment/Merchant Banking, NGO, Logistic/Courier/Air Express Companies, Multinational Companies, Garments, Airline, Freight forwarding, Group of Companies, Garments Accessories, Importer

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> Human Resource Management Labor Law Administration Sales & Marketing 	<p>*Human Capital*</p> <p>Under ERP Software and by the Excel (Human Resource database) the following skills are obtained.</p> <p>* Attendance recording * Leave Management * Payroll Management</p> <p>Training and Development, taking Disciplinary action, On boarding, Conduct Recruitment and Selection procedure by specific method, Performance appraisal</p> <p>*Administration*</p> <p>Employee logistic support</p> <p>Maintain and control Transport Department.</p> <p>*Labor Law*</p> <p>Policy develop and taking action under labor law.</p>

Extra Curricular Activities:

- * Attending workshop and Industrial Visit
- * Work in Event Management
- * Vice-President (MIU Sports Club)
- * President, Banaful Club, Ctg. (Social and Cultural activities)

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

Personal Details :

Father's Name : Late Abul kalam Azad
 Mother's Name : Rowson Ara Begum
 Date of Birth : October 11, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 National Id No. : 1517444663021
 Religion : Islam
 Permanent Address : Yasin Nagar, Rouzan, Chattogram
 Current Location : Dhaka

Reference (s):

Reference: 01		Reference: 02	
Name	: Chowdhury Md. Jahangir Alam		Md. Shahed Hasan
Organization	: Trans Air International Ltd.		Jamuna Group of Industries
Designation	: Cargo Manager		General Manager(GM)
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Relation	: Family Friend		Professional