



HARIDAS SARKAR

Hard working and strive to contribute best efforts in progressive career and intend to take each working scope as a new learning experience to improve myself to be successful professional.

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350, free Street Road, Hatirpool,
(4th floor), Dhaka-1205

CORE SKILLS

- HR leadership •
- HR training •
- 5S Methodology •
- Administration and Management •
- Recruit managers •
- Develop policies •
- Staff management •
- Employee relations •
- Relationship building •
- Hospitality Management •
- Budget Preparation •
- Event & Meeting Management •

SOFT SKILLS

- Punctual (Joined Office at 6.30am daily •
- without any irregularities)
- Excellent Leadership Skills •
- Team Work •
- Flexibility •
- Helping Attitude •
- Understand Team Behavior •
- Decision making •
- Organization & Planning •

TECHNICAL SKILLS

- ERP •
- MS Excel •
- PowerPoint •
- MS Word •

PROFESSIONAL QUALIFICATION

PGD in HRM- Continuing
BIM

LANGUAGES

- Bangla (Native) •
- English (Fluent) •

PERSONAL INFO

- DOB: 15 Oct 1986 •
- Nationality: Bangladeshi •
- Marital Status: Unmarried •
- National Id No. : 19866512871282605 •
- Gender: Male •

WORK EXPERIENCE

Total Exp: 9+ Years

Executive- HR & Admin (Manufacturing Plant)

TVS Auto Bangladesh Ltd.

Oct 2020 to till date

- Maintain, implementation and upgrading of payroll system based on ERP.
- Recruitment and selection of new staffs and arranging joining procedures.
- Maintain and monitoring leave and absenteeism.
- Health, Safety & Security management.
- Vendor Handling, Purchase and Item's disbursement.
- Hospitality Management (internal & External)
- Complete & maintain relevant reports, records and Budget preparation.

Achievements:

- Promoted as an Executive for notable performance.
- Implemented total ERP system Manufacturing Plant.
- Arranged a great system for preventing COVID-19.

Jr. Executive- HR & Admin (Manufacturing Plant)

TVS Auto Bangladesh Ltd.

Feb 2019 to Oct 2020

- Organized and maintained personnel records.
- Updated internal databases (e.g. record sick or maternity leave).
- Prepared HR documents, like employment contracts and new hire guides.
- Liaised with external partners, like insurance vendors, and ensure legal compliance.
- Created regular reports and presentations on HR metrics (e.g. turnover rates).
- Answered employees queries about HR-related issues.

Executive

Eshna Consultant Team Ltd.

Jan 2018 to Jan 2019

- Undertook short-term or long-term projects to address a variety of issues and needs
- Met with management & appropriate staff to understand their requirements
- Used interviews, surveys etc. to collect necessary data
- Conducted situational and data analysis to identify and understand a problem or issue.
- Presented and explained findings to appropriate executives.
- Provided suggestions for improvement according to objectives.

Business Development Consultant

Chitra Enterprise & Online traders

(Part-Time) Feb 2012 to till now

- Organized and executed assigned business projects on behalf of clients (recruiting, payroll, promotional campaigns etc.) according to client's requirements.
- Met with assigned clients when needed and perform an initial assessment of a problematic situation.
- Collected information about the client's business through a variety of methods (shadowing, interviews, surveys, reading reports etc.).
- Analyzed and interpreted data to unearth weaknesses and problems, and comprehend the causes.

EDUCATIONAL QUALIFICATION

M.B.S in Marketing- 2008

National University

B.Com. (Hon's) in Marketing- 2007

National University

B.Ed. in Human Sciences- 2011

Darul Ihsan University

HSC in Business Studies- 2003

Board: Jessore

SSC in Business Studies- 2001

Board: Jessore

REFERENCES

Sohadeb Das (FCA)

Head Of Finance
TVS Auto Bangladesh Ltd.
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Tania Islam

Deputy Secretary
Ministry of Commerce
Admin (25th BCS)
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