

## MD. MONIRUZZAMAN

Address: House No: 20/37, Vill: West Alipur, PO: Ambikapur,  
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**CAREER OBJECTIVE:** Have a strong desire to dedicate myself for HR profession where extensive HR works are mandatory. In achieving these aspirations, I am determined to offer honesty, effort, efficiency and sincerity up to optimum level.

**CAREER SUMMARY:** I started my career in 2014 with "Express Holidays" as Business Development & HR Admin Officer and worked till December 2015 with a good reputation. After that, I joined "Fly Bd Aviation Ltd" as Executive HR and promoted to Sr. Executive HR in 2017. For my career enhancement I changed my job and joined to "Legacy Global Consultancy" as a HR Manager and continue till September, 2019. Currently I am working at "Foodpanda Bangladesh Ltd" as Rider Recruitment Executive. Part of local operations. I have almost 06 years experienced in General HR, Organization Development & Administrative activities.

**RELOCATE: ANYWHERE**

### PROFESSIONAL STRENGTHS

- Quick at learning new concepts and putting them to use.
- Outstanding communication and interpersonal skills
- Excellent time management and organizational skills
- Persuasive, emphatic with good problem-solving skills
- Ability to deal with external and internal customer support in a professional manner
- Multi-tasking skills and ability to work under pressure
- Excellent Leadership qualities.
- Meticulous and hard working.
- Displaying initiative and independence and can work on own or as a part of a team.
- Organization Design & Development.
- Payroll, Compliance & Benefits.
- Attendance Management.
- Personnel Forecasting
- Job Analysis, Vacancies Announces.
- Recruitment & Selection.
- Performance Appraisal.
- Training & Development.
- Bangladesh Labour Laws
- Talent Management
- Leave Management
- Dispute Management
- Employee Orientation
- Preparing JD for different role

## **WORK EXPERIENCES**

### **Rider Recruitment Executive (November 10, 2019 – Present)**

#### **Foodpanda Bangladesh Ltd.**

Company Location: Navana Pristine Building, Level 8, Plot-128,  
Block-CEN(H) Gulshan Avenue, Dhaka-1212.  
Department: Operation

#### **Duties/Responsibilities:**

- Hiring Delivery Riders basis on monthly target.
- Provide training to newly joined riders about delivery process
- Maintain riders Equipment
- Updating personal data of riders
- Making monthly referral list
- Updating salary sheet info of riders
- Flow up rider's day to day activities.
- Maintaining leave of riders.

### **Human Resource Manager (July 05, 2018 – September 30, 2019)**

#### **Legacy Global Consultancy.**

Company Location: H# 10, R# 14, South Banasree, Dhaka-1219.  
Department: Human Resource Department

#### **Duties/Responsibilities:**

- Assist Top Management in Advisory Functions in relation to corporate HR Issues.
- Assist in developing HR policies and procedures for Cross functional lines with company objectives in view.
- Assist in implementation and monitoring of administration of HR Policies procedures.
- Updating and maintenance personal file for each employee.
- Assist Top Management to develop strategic plan.
- Prepare KPI data to track and monitor individual performance
- Flow up employee's day to day activities.
- Maintaining employee's attendance and monthly Salary sheet.
- Assessing training needs (TNA) and arranging training session.
- Forecasting HR acquisition needs and Succession planning for approval and implementation.
- Preparation of recruitment plan including placement of job advertisement and conducting head hunting. Preparation for interview sessions including call up short listed candidates, preparation and placement of interview assessment forms, question prepare and answer sheet for written examination and preparation of comparative tabulated results for management's selection decisions.
- Assist Chief of HR in his R&D roles to develop HR process in line with regulatory provisions in relation to line and staff management.
- Issuing Offer letter, Appointment Letter, joining letter accordingly labour act and keeping balance with as per company policy.
- Works as a strategic partner toward achieving goal that's related with company's mission and vision.
- Monthly Salary Disbursement among employees.
- Assist in Preparation of HR Department's Budget.
- Designing and developing the organization structure and IT integration.
- Assist sales team to achieve the sales target & observe the overall sales of the company.
- Conduct Disciplinary Action and Domestic Inquiry for any behavioural misconduct (termination, dismissal, suspension, removal) as per BLR.
- Arrange trip accommodation like air ticket, hotel booking, visa processing for management.
- Conducting final settlement of employee.

## **Sr. Executive Human Resources (January 1, 2016 - June 30, 2018)**

### **Fly Bd Aviation Ltd.**

Company Location: 19/1 Naya Palton, Dhaka-1000

Department: Human Resource Management

#### **Duties/Responsibilities:**

- Preparing HR Policies & HR planning.
- Training and Development.
- Making salary sheet and disbursement.
- Employee relation and disciplinary procedure.
- Monitoring all sort of HR, Admin & Compliance related issues.
- Ensuring ID card for all staff & worker.
- Appraisal, Increment, Promotion for all worker & staff.
- Monitor Daily attendance system.
- Performance Management.
- Compensation & Benefit Management.
- Vacancy Announcement, CV soliciting, Recruitment, Selection.
- Final settlement like Provident fund, Gratuity, Maternity benefit, earn leave encashment, Pay Roll, Group Insurance & claim processing, Leave management.
- Disciplinary action, show cause, warning letter, Suspension, Termination, Dismissal, Health & Safety, Worker motivation and training, Periodical check of Compliance related issues.
- Process all type of employee assessment like probationary assessment, yearly assessment, assessment for promotion etc.
- Conduct periodic Performance Appraisal.
- Employee counselling

## **Business Development Officer and HR admin (January 1, 2014 - December 31, 2015)**

### **Express Holidays**

Company Location: Nurjahan Trade Center 40 /1 - A, Nayapaltan, Level-08, Office No:B- 08 , VIP Road, Dhaka - 1000 .

Department: Sales & HR

#### **Duties/Responsibilities:**

- **Salary Administration:** Manage the salary payment, benefits administration and maintain the accurate database. Participate in market survey data by providing relevant information to survey company.
- **Legislation:** Abide to employment law in handling compensation and benefits matters.
- **Incentive Programs:** Assist in rolling out incentive program. Execute Performance bonus and other incentive programs.
- **Performance Management:** Maintain and update performance management on online system and prepare payout.
- **Recruitment:** Responsible for the recruitment of employees- screening CV, arranging interview within departments.
- **HR Operations and Learning & Development:** Joining of new employee- induction and orientation and documentation of employee details in personal file. Manage transfers/ relocation, employee insurance, probation evaluation and confirmation. Manage leave procedure. Arrange & Coordinate internal training for all employees. Arrange & Coordinate events to enhance employee engagement. Manage the HRIS software and ensure all employee information are updated. Coordinate the visa, accommodation, and transportation for all expatriates.
- **Organization Development:** Designing and developing the organization structure and IT integration.
- **Sales Observation:** Set the sales target & observe the overall sales of the company. Maintain group and dealing with airlines.

## ACADEMIC QUALIFICATIONS

<b>Post Graduate Diploma in HRM (PGDHRM)</b> CGPA: 3.78 out of 4.00 Institution Name: United International University	<b>Year 2017-2018</b>
<b>Master of Business Administration (MBA)</b> Major in HRM CGPA: 3.68 out of 4.00 Institution Name: Uttara University	<b>Year 2015-2016</b>
<b>Bachelor of Business Administration (BBA)</b> Major in HRM CGPA: 3.87 out of 4.00 Institution Name: Uttara University	<b>Year 2010-2014</b>
<b>Higher Secondary Certificate (H.S.C)</b> GPA: 4.50 out of 5.00 Govt. Yeasin College, Faridpur Group: Business Studies	<b>Year 2007-2009</b>
<b>Secondary School Certificate (S.S.C)</b> GPA: 3.63 out of 5.00 Hitaishi High School Group: Business Studies	<b>Year 2006-2007</b>

## TRAININGS

<b>Training Title</b>	<b>: Work Place Adoptability</b>
Topic	: How to adopt yourself in different work place & different culture.
Institute	: BSHRM
Country	: Bangladesh
Location	: Biswho Sahitto Kendro.
Year	: 2018
Duration:	: Half day
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<b>Training Title</b>	<b>: Competency Mapping for organization development.</b>
Topic	: How to measure Competency for the organization,
Institute	: BSHRM
Country	: Bangladesh
Location	: Independent University Bangladesh, Basundhara.
Year	: 2018
Duration:	: Half day
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<b>Training Title</b>	<b>: Agent Banking Approach</b>
Topic	: How to open a Bank account in agent banking, Customers dealing, Remittance withdraw, Facilities of agent banking, Cash deposit & withdraw, Check & Card acknowledge, distribution, active etc.
Institute	: City Bank
Country	: Bangladesh
Location	: Mogbazaar, Razzak Plaza, Dhaka.
Year	: 2018
Duration:	: Full day
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<b>Training Title</b>	<b>: Secret of Leadership &amp; Success</b>
Topic	: How to become a successful leader & Leadership role in organization.
Institute	: BSHRM
Country	: Bangladesh
Location	: UIU Permanent Campus, Satarkul, Dhaka.
Year	: 2018
Duration:	: Half day
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**Training Title : Enhancing HR Leadership**  
Topic : How a HR person can grow competency, Importance of competency measuring, Strategic HR performance management.  
Institute : ICT Bangladesh  
Country : Bangladesh  
Location : South East University, Banani, Dhaka.  
Year : 2018  
Duration: : Half day

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**Training Title : NLP approach in Leadership**  
Topic : How NLP works in your Leadership approach.  
Institute : Progressive training development & consultants associate ltd.  
Country : Bangladesh  
Location : United International University, 8/A Dhanmondi, Dhaka.  
Year : 2017  
Duration: : Half day

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**Training Title : Basic Computer Training**  
Topic : Using MS word, Excel, PowerPoint, Internet, Web Browsing, e-mail etc.  
Institute : UTTRON COUMPUTER CENTER  
Country : Bangladesh  
Location : Mujib Sarak, Janata Bank Mor, Faridpur.  
Year : 2009  
Duration: : 6 months

#### **PROFESSIONAL & PERSONAL AFFILIATIONS**

- General Member of Bangladesh Society for Human Resource Management (BSHRM)
- Joint Secretary of UIU-PGDHRM Alumni Association.
- Member of "Blood for Life"
- Member of Uttara University Cultural Club.
- Member of Uttara University Business Club.
- Member of Uttara University Computer Club.
- Member of Uttara University School of Business Alumni Association.

#### **LANGUAGES KNOW**

- Bengali (Mother tongue)
- English (Fluent in Reading, Writing, Speaking)
- Hindi (Low in Speaking)

#### **PERSONAL DETAILS**

Father's Name : Md. Sarower Mia  
Mother's Name : Jahanara Begum  
Date of Birth : November 14, 1991  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi by Birth  
National Id No. : 19912924707000015  
Religion : Islam  
Permanent Address : West Alipur, House No: 20/37, Ambikapur -1, Faridpur.  
Current Location : Faridpur, Bangladesh  
Passport No : BL 0109699  
Passport Expiry : 15 June, 2021

## ADDITIONAL INFORMATION

- **Presentations:** Flat vs Tall organization, Business plan, Conflict Management, Performance Appraisal, Employment Safety, Strategic role of HRM, High performance work system, Training & Development, etc.
- **Projects:** I made a project on Absenteeism Practices in travel agency sector as part of my MBA program.
- **Conferences:** 7th BSHRM International Conference, Importance of Social Business at Radisson Blue, Raise above all.
- **Seminars:** I attained different conference like, Leadership approach, Competency Mapping in Organization,
- **Honours and awards:** Got "The Cum Laude" award because of my all-round performance emphasis on academic attainment in 2014.
- **Memberships:** Member of BSHRM, Joint Secretary of PGDHRM-UIU Alumni Association, Admin UU Cultural Club, Member of Bloods for Life.
- **Hobbies:** Cricket, Football, Travelling, Helping others.
- **Certifications:** Basic Computer, MS office suit, English language.

## REFERENCES

### 1.

Name : Md Zakir Hossain  
Organization : Express Holidays  
Designation : Founder & CEO  
Address : 40/A Nayapaltan, 7<sup>th</sup> floor, Dhaka-1000.  
Mobile : +8801741775127  
E-Mail : [zakir.onlyone@gmail.com](mailto:zakir.onlyone@gmail.com)  
Relation : Professional

### 2.

Name : Md Mahadi Hasan  
Organization : Nahee Group  
Designation : Manager HR & Admin  
Address : Road no: 08, Banani, Dhaka-1213.  
Mobile : +8801777763473  
E-Mail : [mahade777@gmail.com](mailto:mahade777@gmail.com)  
Relation : Professional

I declare that all the information presented here is true to the best of my knowledge. If required and where applicable, these documents can be supported by appropriate certificates/papers.



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(Md Moniruzzaman)