

Md. Nazmul Islam

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Professional Summary

Professional HR business partner with practical understanding of business needs, strong leadership skills to achieve business objectives.

Highlights

Organization Development	Developed & updated and assisted in developing different policies and SOPs.
Leadership	Led a team consisting of four people.
Hiring and retention	Reduced the attrition rate of salespersons using a different approach in recruitment named "Bring the Neighbors".
Compensation and Payroll Policy	Prepare monthly salary for more than 2200 employees. Updated and implemented leave policy according to "Bangladesh Labor Act 2006".

Work Experience

Sub-Assistant Manager (HR Business Partner) (BU-AMCL, BBL, PFF)
PRAN Group

Total Experience: 4 year(s) and 2 Month(s)

October 2016 to Present

Dhaka, Bangladesh

Major Responsibilities:

1. Forecasting HR demand by using "Managerial Judgement" and "Ratio Trend Analysis" methods, for the respective business units for a specific time period, prepare reports and present to the management.
2. Plan for yearly, quarterly, monthly recruitment for business units and prepare the HR budget accordingly.
3. Conduct job analysis for different positions of different job groups using various methods, such as, observation method, daily method, questionnaire method etc.
4. Conduct the recruitment and selection process for the entry to mid management level.
5. Plan and prepare "Assessment Centre" as a part of evaluation test during selection process.
6. Participate in different job fairs and liaise with different clubs and organizations to hire potential candidates.
7. Create candidates' pool for future hire and communicate with them from time to time.
8. Plan and design business-wise specific SOPs, policies, office notes etc.
9. Assist Head of HR to develop, redefine the policies, SOPs, procedures, design of the organization and present before management for approval.
10. Assist in driving the KPI into the concerned business units for yearly performance appraisal.
11. Assist in re-evaluating the KPIs of different departments from time to time.
12. Assist Head of HR to the annual performance management process by adhering to the established frameworks, guidelines (e.g. 9 box matrix).
13. Assist Head of HR in yearly salary review, promotion proposal etc. based on performance appraisal.
14. Work in parallel with BU heads to bring out the maximum output from employees.
15. Plan and arrange employee engagement program for responsible business units.
16. Assist Head of Training to conduct Training Needs Analysis (TNA).
17. Maintaining quarterly training calendar, coordinating training participants and sessions.
18. Coordinate monthly business meeting presided by CEO & Chairman of the organization.
19. Prepare and present monthly HR analysis report before CEO & Chairman.
20. Maintaining HRIS, Payroll for respective business units as Head of the HRIS for responsible businesses.

Management Trainee
PRAN Group

June 2016 to September, 2016
Dhaka, Bangladesh

Major Responsibilities:

1. Leading a team consists of 4 members for smooth HR operation which includes tasks like providing ID cards for PRAN group employees, arranging bank cards for all employees of PRAN group, posting of sales people and issuing different papers and storing files of employees of PRAN group.
2. Coordinating training for salespeople titled "Sales Representative Basic Course."
3. Conduct induction training for newly joined sales representatives and territory sales managers.
4. Assist HR Operation manager and recruitment manager to review and update different letters such as, job offer letter, appointment letter, posting letter etc.
5. Assist in proper manpower planning of sales department of different business units.
6. Accumulation of personnel requisition from sales department of different business units.
7. Analyzing the requisitions given by business units and their manpower planning.
8. Assist recruitment wing to recruit the salespeople.
9. Conducting the joining procedure of salespeople and head office personnel.
10. Arrange posting location for salespeople (e.g. sales representative, territory sales manager etc.)
11. Prepare reports on recruitment and posting of salespeople on weekly basis.

Education

MBA: Human Resource Management
Jagannath University
CGPA: 3.42

2015
Dhaka, Bangladesh
Out of: 4.00

BBA: Management Studies
Jagannath University
CGPA: 3.31

2014
Dhaka, Bangladesh
Out of: 4.00

HSC: Business Studies
Notre Dame College
GPA: 5.00

2010
Dhaka, Bangladesh
Out of: 5.00

SSC: Business Studies
Motijheel Govt. Boys' High School
GPA: 5.00

2008
Dhaka, Bangladesh
Out of: 5.00

Personal Detail

Father's Name:	Md. Nazrul Islam
Mother's Name:	Parvin Sultana
Date of Birth:	01/12/2993
Gender:	Male
Nationality:	Bangladeshi (By Birth)
National ID No.:	19932693601000086
Permanent Address:	1 no. Maruka Union, Chinamura, Daudkandi, Cumilla-3516, Bangladesh.

References

1. Ashfaq Amin Chowdhury
Lead Consultant
Matrix Management Company
Former Head of HR at PRAN-RFL Group
Mobile: +8801713339978

2. Md. Ali Mortuza
Head of HR
Transcom Distribution Co. Ltd.
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