

Md. Shahidul Islam

170/4/D, West Kafrul,
Mirpur, Dhaka-1207, Bangladesh.
(+88) 01671923973; mdshahidulshaon@gmail.com;
Skype: shaon957595

CAREER OBJECTIVE

I aspire to establish myself as a top-quality service orientated personnel, where my professional experience, education, skills, and ideas will allow me to make an immediate contribution as an integral part of a progressive company.

EXPERIENCE

Assistant Human Resources Manager (HR In-Charge)
Holiday Inn Dhaka City Centre (an IHG hotel)
23 Shahid Tajuddin Ahmed Sharani, Dhaka, Bangladesh

NOVEMBER 2019 - Till Date (1 Year & 8 Months running)

Responsibilities:

- Recruit, screen, interview, hire and dismiss employees as necessary for the departments by following all HR processes and procedures like preparing offer letters, employment contracts, SOP, policy, job descriptions, completing joining formalities etc.
- Work with the team to strategically plan HR initiatives that will benefit the hotel and encourage employees to be more efficient and beneficial for the company.
- Maintain employee files & Database in HRIS also prepare different reports as needed. Maintain employee attendance, leave management and prepare payroll.
- Understand and adhere to all pertinent labour laws.
- Oversee all other daily operations of the HR department.

Senior Executive, Human Resources (HR In-Charge)
Royal Tulip Sea Pearl Beach Resort & Spa
Jaliapalong, Inani, Ukhia, Cox's Bazar 4750, Bangladesh

NOVEMBER 2017 - OCTOBER 2019 (2 Years)

Responsibilities:

- Attend a daily Morning Meeting with HODs. Prepare, update & ensure proper implementation of HR Policies and procedures.
- Continually identify training needs, coordinate and arrange training for employees. Issue certificates for training.
- Promoting potential employees. Coordinating to select & awarding employee of the month & employee of the year.
- Maintain and update HRIS & Payroll system software.
- Look after confirmation, appraisals, increments, canteen, transport, accommodation, wellness, health & safety of employees.



AWARDS

- Employee of the Year 2018
Royal Tulip Sea Pearl Beach Resort & Spa
- Employee of the Month (October 2018)
Royal Tulip Sea Pearl Beach Resort & Spa
- Team Member of the Month (January 2017)
Six Seasons Hotel
In recognition of excellence in the HR Dept.
- TripAdvisor appreciation certificate
for outstanding service.

COMPUTER SKILLS

- Windows- an operating platform
- MS Office (Word, Excel, PowerPoint), Graphics Designing & Adobe Photoshop
- Internet browsing and Email corresponding, PC assemble and Troubleshooting
- HRIS/ HR Database Management, IDS, Google Drive, Microsoft Teams, Zoom, Microsoft Teams, Cisco Webex, Software operation, etc.

Executive, HR & Admin

Six Seasons Hotel

House # 19, Road # 96, Gulshan-2, Dhaka

SEPTEMBER 2013 - OCTOBER 2017 (4 Years & 2 Months)

Responsibilities:

- Maintain and Update policies, job descriptions, employee database, birthday list, overtime, calendar schedule,
- Recruitment & Selection. Check, manage & update departmental attendance, roster & leave. Keep track of leave balance.
- Coordinate training & development program, meeting, orientation, motivational activities, CSR and conduct yearly 360° Performance Appraisal etc.
- Maintain good relationships with management, employees and local government offices.
- Deal with employee complaints, issues, rules & regulations, compensation, benefits and disciplinary action.
- All other HR & Admin related work assigned by management.

Management Trainee

On the job training

Six Seasons Hotel

MARCH 2015 - FEBRUARY 2016 (1 Year)

Worked in all major departments such as Front Office, Sales & Marketing, Reservation, Production, Accounts, Engineering, IT and General HR.

Responsibilities:

- Supervising all departments to maintain a high standard, customer support, handling complaints, respond reservations, handling phone calls and respond to emails.
- Attend morning meetings, look after Training & Development, up-selling, generating and analyzing spreadsheet reports etc.

Internship

Hotel The Cox Today

2 Plot No 7, Kolatoli Road, Cox's Bazar 4700

SEPTEMBER 2011 - MARCH 2012 (6 Months)

Training in Front desk, F&B Service, F&B Production & Housekeeping department

TRAINING

▪ Basic First Aid Training

March 2020

Organized by: Holiday Inn Dhaka City Centre

Conducted by: Bangladesh Red Crescent Society

▪ Fire Fighting, Fire Prevention, Rescue & First Aid Training

February 2018

Conducted by: Bangladesh Fire Service and Civil Defense Directorate

▪ Fire Fighting, Fire Prevention, Rescue & First Aid Training

January 2015

Conducted by: Bangladesh Fire Service and Civil Defense Directorate

▪ International Elementary Food Hygiene & HACCP

December 2010

Organized by: Dundee College, UK and National Hotel & Tourism Training Institute

Course Contains: Food Temperature, Basic Hygiene, FIFO etc.

▪ Enterprise Challenge Training

November 2010

A Competition of new & innovative enterprise idea

Conducted by: British Council in partnership with Bangladesh Technical Education Board

Course Contains: SMART Analysis, SWOT Analysis, Entrepreneurship, Teamwork, Organizational Behavior, etc.

EDUCATION

Master of Business Administration (Major in HRM)
Primeasia University
12 Kemal Ataturk Avenue, Banani C/A, Dhaka 1213
Running

Bachelor of International Tourism & Hospitality Management
Primeasia University
12 Kemal Ataturk Avenue, Banani C/A, Dhaka 1213
APRIL 2012 – SEPTEMBER 2014 Result: G.P.A: 3.46 out of 4

Diploma in Hospitality Management
National Hotel & Tourism Training Institute
Bangladesh Parjatan Corporation, Dhaka
JANUARY 2010 – DECEMBER 2011

Higher Secondary Certificate (HSC from Science Group)
Bangladesh Navy College, Dhaka
Passing Year: 2008 Result: G.P.A: 3.80

Secondary School Certificate (SSC from Science Group)
Sher-E-Bangla Nagar Govt. Boys' High School, Dhaka
Passing Year: 2006 Result: G.P.A: 4.75

PERSONAL DETAILS

Father's Name : Md. Amin Ullah
Mother's Name : Samsun Nahar
Address : 170/4/D, West Kafrul, Mirpur, Dhaka-1216
Date of Birth : 5 August 1991
Sex : Male
Nationality : Bangladeshi (by birth)
Marital status : Single

Linkedin Profile: [Shaon Islam – Assistant Manager Human Resources – Holiday Inn Dhaka City Centre](#)

REFEREES

Nazmul Huda, Director of Human Resources
Intercontinental Hotel, Dhaka
E-mail: nazmulhuda@live.co.uk;
nazmul.huda@intercontinental-dhaka.com;
Contact no: +8801920835334; +8801713016577

Stephane Meunier, General Manager
Hotel Campanile Honfleur, France
E-mail: s.meunier@yahoo.com
Contact no: +32497670091; 0033774463921

APPRECIATION

▪ *For successfully conducting a2i apprenticeship training.*
Under the flagship programme of the Prime Minister's Office.

November 2017 – April 2018.

Royal Tulip Sea Pearl Beach Resort & Spa

▪ *For outstanding service* –
Honorable President of the People's Republic of Bangladesh visit and IMMSAREX-2017 event.

November 2017

Royal Tulip Sea Pearl Beach Resort & Spa

PERSONAL SKILLS

- Quick learner and able to adapt to a new environment.
- Self-motivated, smart worker & able to work under pressure.
- Efficient management, interpersonal & creative organizational skills.
- Believe in teamwork. Always positive with a new challenge.

LANGUAGES

- Bengali- Mother Tongue
- English- Speaking, Reading & Writing

I hereby certify that the above statements are true and correct to the best of my knowledge.

Md. Shahidul Islam
11 June 2021