

Salman Ali

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Career Objective:

On persuasion to become excellence of execution in the field of human resources

Employment History:

Executive – Talent Sourcing – Confidence Group (September 1st 2019-March 1st 2020)

- * Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- * Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- * Design Interview questions that reflect each position's requirements
- * Lead employer branding initiatives
- * Organize and attend job fairs and recruitment events
- * Forecast quarterly and annual hiring needs by department
- * Foster long-term relationships with past applicants and potential candidates
- * Coordinating with hiring managers to identify staffing needs.
- * Determining selection criteria.
- * Sourcing potential candidates through online channels (e.g. social platforms and professional networks.)
- * Create Joining Reports based on the information sent from other concerns
- * Entering new employees data at HRIS (Komee)
- * Conduct recruitment audit.
- * Greet new employees with joining gifts and flowers
- * Create appointment letters based on ERF (Employee Requisition Form) and ERF (Employee Rating form)
- * Create Documentation for new joiners
- * Conduct and Coordinate interviews in different concerns at different locations through Video Conference.

Officer-HR-Esquire Electronics Limited- (August 7th 2017-August 31st 2019)

- * Provide dedicated support for all people-oriented issues of starting from recruitment to settlement
- * Ensure the right talents within the organization through proper manpower planning & stuffing
- * Manage transfer and all grievance issues as a primary contact point
- * Reviewing resumes and applications
- * Conducting recruitment interviews and providing the necessary inputs during the hiring process
- * Maintaining HR records, such as those related to compensation, health and medical insurance
- * Communicating and explaining the organization's HR policies to the employees
- * Handling the full and final settlement of the employees
- * Recording, maintaining and monitoring attendance to ensure employee punctuality
- * Conducting employee orientation and facilitating newcomers joining formalities
- * Maintaining and regularly updating the master database (personal file, personal database, etc.) of each employee
- * Preparing letters such as offer and confirmation
- * Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective manager
- * Conducting the first round of telephonic interview for the candidates to schedule interviews

Intern – HR- Operations - Super Star Group Limited-(May 2nd 2016- August 1st 2016)

- * Reviewing resumes and applications
- * Handling the full and final settlement of the employees
- * Recording, maintaining and monitoring attendance to ensure employee punctuality
- * Maintaining and regularly updating the master database (personal file, personal database, etc.) of each employee

Education Qualification:

Bachelor of Business Administration; American International University - Bangladesh

Major: HRM and Marketing

CGPA: 3.01

Higher Secondary Certificate; Dr. Mohammed Sohidullah College (Dhaka Board)

Major: Business Studies

CGPA: 3.70

Secondary School Certificate; Wari High School (Dhaka Board)

Major: Business Studies

CGPA 3.00

Professional Training

* HRMC from Institute of Business Administration-Dhaka University

* Fundamentals of Digital Marketing -Google

Area of Expertise in HR

* Recruitment

* Talent Acquisition

* Learning & Development

* Organizational Development

* Employer Branding

* Employee Engagement

* HR Policy

Achievements

* Improvised recruitment method for and implemented cost-effective recruitment solution in Esquire Electronics Limited

* Practical experience as an interviewer for more than 200 experienced and fresh jobseekers

* Prepared competent recruiters to ensure right talents within the organization

* Retained more than 50 employees through proper employee counseling

* Practically involved in developing and updating HR policies.

Language proficiency

Proficiency in English & Bangla Communication

Computer competency:

Proficiency in Microsoft Office Suite, SPSS and Microsoft Project, Kormee

Personal information

Father Name: Mohammaed Ali

Mother Name: Akther Jahan

Date of Birth 08th December 1992

References:

Md. Fazley Farazee

Manager-HR

Esquire Electronics Limited

01709-636138

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Sharmin Sultana Tania

Sr. Manager -HR

Confidence Group Limited

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