

Curriculum Vita of MD. NASIM AKHTAR

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Career Objective

A well-qualified person having explained handling mid management administrative assignments with proven ability in enhancing operational efficiency, maximizing operating funds and affect team productivity.

Career Summary

Human Resources Generalist with progressive experience managing employee benefits & compliance, employee hiring & on boarding, performance management processes, licensure tracking and HR records. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization.

Special Qualification

- Recruitment, Selection and Placement
- Payroll Management
- Human Resource Information System
- Implement Buyer Code of Conduct
- Employee Relation and Industrial Relation
- Grievance Management
- Manpower Planning
- Factory Administration
- Disciplinary Procedure
- Employee Separation
- Employee Engagement
- Training & Development
- Occupational Health & Safety
- Performance Management System
- Legal Affairs
- Maintaining Policies and HR Records

Employment History

1. **Assistant Manager-HR & Compliance (December 10, 2019 - Continuing)**

Aptech Industrial Park- (Aptech Group)

Company Location: Kashimpur, Savar.

Department: Human Resources Management

Duties/Responsibilities:

- Manage day to day HR related all works and report to Head of HR for 03 Business unit.
- Reviewing resumes and applications.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Coordinating with consultants and candidates for scheduling appointments with the management for sourcing.
- Maintaining HR records, such as personal file, contract, service security bond etc.
- Communicating and explaining the organization's HR policies to the employees.
- Follow up of confirmation records, evaluations & promotions.
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Preparing and processing timely distribution of salary, bonus, increment salary and final settlements.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Maintaining and regularly updating master database (personal file, personal database, etc.).
- Resolving grievances or queries that any of the employees have.
- Conducting exit interviews for employees and recording them accordingly.
- Reviewing job descriptions for all positions at regular intervals and updating them in consultation with the respective managers.
- Ensure legal compliance of policies and procedures with compliance of Labour Law and other laws relevant to the RMG and manufacturing sector.

- Preparation of factory floors/working environments in accordance with social compliance standards as per buyer/customer standards and requirements.
- Capable of handling HRP, Social and Compliance audit independently of different customer.
- Monitor Factory Health, Safety, Security & environmental issues and continuously take initiative to improve.
- To take care all the areas for Facing Compliance Audit & Facing all Compliance related matter.

2. **Senior Executive-HR (August 1, 2016 – December 08, 2019)**

Regent Airways (Habib Group Aviation Ltd.)

Company Location: Dhaka

Department: Human Resources Management

Duties/Responsibilities:

- Reviewing resumes and applications.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Working with recruitment agencies to source for candidates for specific job positions.
- Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing.
- Conducting first round of telephonic interview for the candidates to schedule interviews.
- Maintaining HR records, such as personal file, contract, service security bond etc.
- Communicating and explaining the organization's HR policies to the employees.
- Follow up of confirmation records, evaluations & promotions.
- Preparation of Monthly attendance for salary using KORMEE software.
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Preparing and processing timely distribution of salary, bonus, increment salary and final settlements.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee.
- Resolving grievances or queries that any of the employees have.
- Preparing letters such as offer and confirmation.

3. **Senior Executive (Admin & HR) (November 19, 2011 - July 30, 2016)**

Bangla CAT-(Bangla Trac Ltd.)

Company Location: Chattogram

Department: Administration

Duties/Responsibilities:

- Regular Attendance and leave management.
- Purchasing and inventory management of stationeries.
- Liaison between legal and financial organizations.
- Reviewing and approving payables.
- Developing and managing the department budget.
- Monitoring weekly payroll expenses.
- Collecting and reporting performance metrics.
- Planning and coordinating office space realignment.
- Implementing, recommending and training the staff.
- HR works as a local office with liaison corporate office.
- Monitored cleaner / amah's task, company vehicle usage.
- Followed up renewal license of company vehicle.
- Followed up repair and maintenance of company vehicle.
- Additionally, performed various research and analysis assignments involving HR and other management issues.

4. **Executive (July 11, 2010 - November 17, 2011)**

Bangla Trac Communion Ltd.

Company Location: Dhaka

Department: THANE Systems

Duties/Responsibilities:

CALL Managements and Customer Handling.

Academic Qualification

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA (HRM)	Human Resource Management	Premier University, Chattogram	CGPA:3.28 out of 4	2015	1.5 years
M.Sc.	Mathematics	National University	Second Class,	2009	2006-2007
B.Sc.	Mathematics	National University	Second Class,	2008	2002-2006
HSC	Science	Rajshahi New Govt.Degree,College,Rajshahi.	First Division,	2002	-
SSC	Science	Rajshahi collegiate school,Rajshahi.	First Division,	2000	-

Training Summary

Training Title	Institute	Location	Year	Duration
Labor Law & Amendment up to 2018	Barrister Khondokar Tomal Ahmed	Dhaka	2019	2 Days
Fire Fighting and First Aid Training	Bangladesh Fire service & Civil Defense Directorate	Dhaka	2014	2 Days
Customer Loyalty Workshop	Caterpillar	Dhaka	2013	2 Days
Cabin Crew	JobsA1.com	Dhaka	2008	3 Months

Professional Qualification

Certification	Institute	Location	From	To
PGD-HRM	BiMS	Dhaka	June 14, 2019	December 31, 2019

Computer Skill

Operating System: Windows XP, Windows Vista Professional, Windows 7 & Windows 8.

Application Program: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint

Internet & E-mail: Expert.

Expert in ERP (HRIS), Kormee, Payroll software, Lawson.

Extra-Curricular Activities

Members : Bangladesh society of Human Resources Management (BSHRM)
 Attend : International HR conference-2019 (BSHRM-NSU)

Personal Details

Father's Name : Md.Firoz Akhtar Mother's Name : Kazi Khairun Nessa
 Date of Birth : January 6, 1985 Marital Status : Married
 Nationality : Bangladeshi (by Birth) NID Number : 5053741707
 Religion : Islam Blood Group : B (+ve)
 Permanent Address : G-436, Beldarpara, Ghoramara, Boalia, Rajshahi-1600, Boalia, Rajshahi.

Reference (s)

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 (Md.Nasim Akhtar)