

## MD. SHAFIKUL ISLAM

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### **Career Objective:**

Creating new network with people, and managing those networks effectively and helping people through the personal network.

### **Career Summary:**

- Assistant Manager-(HR & Admin ) at City Group December,09,2018 as on date.
- Sr.Executive-HR at DBL Group April,03,2016- December,06,2018.
- Sr.Executive-HR at DEKKO Group June,21,2015-April,02,2016
- Executive HR at DEKKO Group.November,25,2013-June,20,2015.
- Junior HR Officer at Paragon Ceramics Industries Ltd.March 07, 2011-May 30, 2013.

### **Special Qualification:**

- HRIS software (Kormee,and Other Customized Software)
- Oracle Cloud
- SAP
- SPSS software
- Creative writing.

### **Employment History:**

**Total Year of Experience : 8.5 Year(s)**

#### **1. Assistant Manager (HR & Admin ) ( December 8, 2018 - Continuing)**

##### **City Group ( City Economic Zone)**

Company Location : North Rupshi, Rupgonj, Narayanganj.

Department: HR & Admin

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

(Responsible for overall two factories HR & Administration. )

- '-Manpower Planning.
- '-Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.
- '-Supervise HR & Administrative staff and divide responsibilities to ensure performance.
- '-Working closely with the Head of Plant & Operation to ensure the effective flow of resources throughout the business at all times, adhering to the specific needs of each department.
- '-Handle administrative requests and queries from Management.
- '-Check various types of office bill,Monthly salary sheet,OT sheet,Night allowances etc.
- '-Look after Silo stock ledger,Jetty etc.
- '-Provide Fire safety & security training.
- '-Look after disciplinary matters, license documentation etc.
- '-Look after Various guest arrival arrangement issues.

- '-Provide necessary logistic support.
- '-Maintain liaison with various government authorities.

2. **Sr.Executive-HR ( April 3, 2016 - December 6, 2018)**

**DBL Group**

Company Location : Sardaganj,Kashimpur,Gazipur

Department: HR

**Duties/Responsibilities:**

- To Prepare Officer and staff categories employees salary sheet.
- Responsible for various HR issues such as compensation & benefits, disciplinary actions, employee relations, grievance handling etc.
- Drive the Recruitment & Selection process by analyzing different jobs and positions in Factory level.
- Communicate with various organization and hire right person for the right post.
- Prepare final settlement bill,night allowance bill,Earn leave encashment, Off day allowance bill & Children education expenses allowances & WPPF entitled list.
- Conduct employees yearly performance appraisal.
- Provide employee training on compliance related topics, policies, or procedures.
- Interact with factory floor personnel to prepare them for compliance audits and make them aware on maintaining better compliance standards.

3. **(Executive To Sr.Executive)-HR,Admin & Compliance ( November 25, 2013 - April 2, 2016)**

**DEKKO Group**

Company Location : Konabari,Mouchak,Gazipur

Department: HR & Compliance

**Duties/Responsibilities:**

- To prepare and analyze Job Description's.
- To Conduct recruitment process both of staff & worker level based on demand.
- To maintain and develop HR policies, ensuring compliance and to contribute the development of Factory HR policies.
- To maintain and develop leading edge HR systems and processes to address the effective management of people.
- Dealing with discipline matters Monitoring Security, house keeping, health, safety and other compliance issues as per labor law.
- To provide and Ensure company provided benefit and other's allowances.

4. **Junior HR Officer ( March 7, 2011 - May 30, 2013)**

**Paragon Ceramic Industries Ltd**

Company Location : Dhaka

Department: HRM

**Duties/Responsibilities:**

- Maintain every employee attendance and leave.
- Maintain each employees personal file.
- Maintain every employees yearly performance appraisal.
- Update every employees personal information.
- Handle personnel requisition procedure.
- Ensure office entertainment issues.
- Arrange internal meeting and training session.
- Arrange interview process.
- Provide appointment to selected candidates.
- Provide service confirmation letter.
- Provide each employees annual increment letter.
- Prepare daily office bill.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA	Human Resource Management	Jahangirnagar University	CGPA:3.14 out of 4	2016	2 years
BBA	Human Resource Management	United International University	CGPA:3.01 out of 4	2013	2009-2013
PGDHRM	HRM	Bangladesh Institute of Management	CGPA:3.46 out of 4	2014	1year
HSC	Business	Dhaka commerce college	CGPA:5 out of 5	2008	-
SSC	Business	Rajshahi collegiate school	CGPA:4.63 out of 5	2006	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Quality Control Circles	Quality Control, Cost minimization, Productivity etc	Bangladesh Society For Total Quality Management (BSTQM)	Bangladesh	DBL Group	2018	2 Days
Designing Performance Management	Performance management system, Method etc	Progressive Training Development & Consultants Associates (PTDCA)	Bangladesh	DBL Group	2017	1 Day
Oracle Envision HCM Cloud System	HCM Module	DBL Group	Bangladesh	DBL Group	2017	2 Days
Bangladesh labour law 2006, & Industrial Relations	-Employment & Conditions Of services. -Discipline Procedure. -New Changes in amendment 2015 -	BGMEA	Dhaka	Dhaka	2015	1 Day
Fire & Safety	Fire Fighting, Fire Rescue, First Aid & Health & Safety	Bangladesh Fire Service & Civil Defence	Bangladesh	DEKKO Group(Factory)	2015	2 Days
First Aid	First aid training	Bangladesh Steel Re-Rolling Mills Ltd (BSRM)	Bangladesh	Dhaka Office	2013	1day
Health and Safety	Occupational health & Safety in industrial work	Bangladesh Steel Re-Rolling Mills Ltd (BSRM)	Bangladesh	Dhaka office	2013	1day

**Professional Qualification:**

Certification	Institute	Location	From	To
People Management Skill for Professional	Institute Of Business Administration, Dhaka University	Dhaka	January 16, 2015	February 6, 2015

**Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Preferred Job Category : General Management/Admin, HR/Org. Development  
Preferred District : Anywhere in Bangladesh.  
Preferred Organization Types : Manufacturing (Light Engineering & Heavy Industry), Multinational Companies, Garments, Group of Companies

**Extra Curricular Activities:**

Creative writing.  
Social work.  
Blood donation.  
Building helpful solutions.  
Traveling.

**Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	Medium	Medium
Bengali	High	High	High

**Personal Details :**

Father's Name : Md. Selim Shekh  
Mother's Name : Shekh Hasna  
Date of Birth : September 21, 1988  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Current Location : Dhaka

**Reference (s):****Reference: 01**

Name : Mr. Md.Hafizur Rahman Milon  
Organization : Dekko Group  
Designation : Head of Production  
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Relation : Professional

**Reference: 02**

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