

## Rawnak Alam

Block -A, Road # 04, Bashundhara Residential Area, Dhaka.

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### Career Objective

Achieving career growth as an HR Professional in a progressive organization where my professional experience and educational knowledge can be utilized for the benefit of the organization.

### Professional Experience



Cityscape International Limited. (September 2019 – Till now)

Position: Human Resources Executive - HR Department

#### Responsibility:

- Coordinating Talent Acquisition function of Head Office.
- Performing Job Analysis, Developing & Redesigning Job Descriptions based on KRA, KPI.
- Performing Manpower Planning and Organogram Development for new business projects.
- Assisting in HR Policy Development and Implementation process.
- Keep, update and secure employee personal files.
- Plan and Coordinate the on-boarding process for new joiners including Appointment Letters, ID Cards, Business Cards, Stationeries and formal induction process.
- Plan, Coordinate & Implement the Employee Engagement & Employer Branding initiatives.



Bikroy.com Limited ((Saltside.se) (November 2019 – August 2020)

Position: Human Resources Executive - HR & Culture Department

#### Responsibility:

- Conduct the recruitment process of Head office employees.
- Plan and Coordinate the on-boarding process for new joiners including Appointment Letters, ID Cards, Business Cards, Stationeries and formal induction process.
- Lead the Learning & Development functions.
- Conduct Training Needs Assessment process, Prepare Training module, Coordinate Training Program and prepare Training Evaluation Report.
- Plan, Coordinate & Implement the Employee Engagement & Employer Branding initiatives.
- Keep, update and secure employee personal files.
- Supervise the employee Leave & Attendance process.
- Coordinate administrative services including transport, food & logistics and travel arrangements.
- Coordinate the arrangement of official events and communicate with vendors for flawless execution.

### Achievement

- Successfully planned, organized and implemented numbers of internal and external Training sessions with satisfaction level more than 95% each.
- Led the employee of the month and Team of the Month selection process of Bikroy.com.
- Planned and implemented employee engagement programs such as New Year Celebration, Bikroy Adda, and Victory day, Bikroy Annual Picnic 2020, Moner Janala, Women's Day, International Men's Day and Bikroy Happy Hour successfully.
- Ensured the virtual presence of Bikroy.com in social and professional platforms through different digital posts.

- Planned and implemented employee well-being programs such as Health Awareness program and session on Managing Emotional Well-being.
- Represented Bikroy.com in Job Fairs and Counselling sessions at NSU, BRACU, IUB and UIU as a part of employer branding initiatives.



Telenor Health AS - (Telenor Group) - (April 2019 – October, 2019)

Position: Associate Human Resources- HR & Admin Department

#### **Responsibility:**

##### **HR Responsibilities:**

- Lead the recruitment procedure through different internal and external channels.
- Coordinate the Training & Development process.
- Plan and implement a standard on-boarding process for joiners.
- Keep and update employee personal files, records & database for future needs.
- Coordinate and address representative demands from all divisions on endorsement of HR Head.
- Drive employee engagement initiatives.
- Coordinate the transition process and talent mobility of employees.

##### **Administrative Responsibilities:**

- Coordinate internal resources and third party or vendors for the flawless execution of projects.
- Coordinate administrative services including transport, food & logistics and travel arrangements.
- Manage store and office space, maintenance, housekeeping, security services, expat accommodation issues and Coordinate the arrangement of official events.
- Coordinate expense claim, bill and invoice issues of third-party support staffs.
- Ensure accurate and timely processing of vendors' bills, invoices and renewal of contracts.
- Maintain liaison with Finance for verification and processing of admin bills and payments.



PATHAO Limited- (March 2018- March 2019)

Position: Executive - Training, Rides & Co

#### **Responsibility:**

- Carry out the Onboarding process of riders.
- Conducting training needs assessments and arranging effective training programs to address the gaps.
- Scheduling and conducting training sessions as per the assessments.
- Conducting training evaluations and identifying areas of improvements.
- Monitoring employee performance and response to training.
- Responsible for maintaining a standard on-boarding process for new joiners.
- Conducting the induction and on-boarding sessions of new joiners.
- Assisting supervisor in manpower planning and overall organizational planning.
- Supporting in E-learning process in training program in organization.



ZMT Estate Limited, Bangladesh. (December 2015– February 2018)

Position-Assistant Manager, Human Resources

#### **Responsibility:**

- Coordinating recruitment procedure through different internal and external channels.
- Ensure all newly joined employees get their tech & non-tech daily necessities on the first day.
- Maintain HR related official documents and issue any official notice on behalf of HR. Also responsible for maintaining employees' personnel profile.

- Assisting in preparing and developing right pay and benefits package for entry-level employees.
- Assisting supervisor in work force planning and overall organizational planning.
- Coordinating the activities of team members to ensure effective completion of projects according to the schedule.
- Providing information to the management related to changes to the project scope, project schedule, and project costs.
- Coordinating ongoing projects through preparing budget, monitoring workers and developing essential reports.
- Preparing report for the management as needed and maintaining complete project documentation and assisting in the team's performance review process.

### Academic Qualifications

Degree	Institutions	Major	CGPA	Year
MBA	North South University	HRM	3.2	2020
BBA	North South University	HRM	2.6	2015
HSC	Khulna M.M City College	Business Studies	4.2	2010
SSC	Khulna Zilla School	Business Studies	5.0	2008

### Training and Certification

- Training on Bangladesh Labor Act 2006 & Bangladesh Labor Rules 2015 with 2018 Amendment- Issuing authority from 'AdvocatesBD Associates' – (By Advocate Khandokar Tomal Ahmed) – March 2019.
- Training on KPI based Performance Management System". -Issuing authority from Mr. Rupak M Nasrullah Zaidi- April 2019

### Extracurricular Activities

- Volunteer at BSHRM (Bangladesh Society for Human Resource Management Program)
- Student worker in MBA Department in North South University. (January-November 2015)
- Senior Student Consultant: NSU HR Club. (2014 -2015)
- Sub Executive: NSU Debate Club (2011)
- Volunteer @ Manusher Jonno Foundation (BRAC-NGO). (2011)

### Additional Skills

- Language skills: Fluent (writing, reading and speaking) in English and Bangla.
- Computer skills: Well organized and have basic knowledge on Microsoft office word, excel and PowerPoint. Practical knowledge on internet applications and other software is like on G-Suit program, Picasa and PhotoScape.
- Hobby: Photography, Badminton, Chess, Football

Personal Information	
<b>Date of Birth (NID)</b>	28th December,1993
<b>Marital Status</b>	Married
<b>Nationality</b>	Bangladeshi

### Reference

Rehenuma Islam Head of HR Bikroy.com Limited Email: rehenuma@bikroy.com Contact : 01847134050	Shahariar Rahman Human Resources Manager, Digital Healthcare Solutions (former Telenor Health AS) Email: shahariar.rahman@dh.health Contact: 01701227015	Kazi Rakibuddin Ahmed Vice President Bangladesh Society for Human Resources Management Email: rakib1.ahmed@gmail.com Contact: 01713060086
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