



## MD. EMROZ HOSSAIN

HR Professional

### Address –

House No. - 02(2<sup>nd</sup> floor), Road No.-11, Block – D, Section-12, Pallabi, Dhaka-1216.

### Mobile Number:

+8801725072945,  
+8801683804608

### E-mail:

emroz2007@gmail.com

## SUMMARY:

A highly Organized, and adaptable HR Generalist with great negotiation skill. A Finance & HRM business - graduate with more than 5 years' of experiences in different industry.

## EXPERIENCE:

### 1. DESIGNATION: People & Culture Operations Associate

**Organization: Japan Tobacco International Bd.**

— (April, 2019 – Current)



#### Responsibilities:

- Lead HR Operational activities (Personnel File Management, Exit Clearance, Master Database & Separation Database Update, circulate all sort of internal communication etc.) including HRIS management and Organogram update.
- Ensure HR policy, manuals, rules, regulations, guidelines, and circulars, are up to date and file regularly.
- Assist in Day to day HR Operations. (issue show cause, warning, termination & other letters according to management's need)
- Responsible for new joiner's induction and onboarding process.
- Joining Formalities & Exist formalities, Generating Offer, Appointment, conformation, Experience, reliving and full & final documents.
- Confirmation letter for the employees after the completion of the probation.
- Initiate and process the new joiner, separation, transfer, promotion data for C&B for payroll preparation.
- Provide training for "Internal code of conduct" and communicating the same across the organization for meticulous compliance.
- HRIS Management (Millenium Services) and keep the Master data of about 4500 employees with 93 categories of data.
- Extensive utilization of JTI International SAP for monthly, quarterly data preparation, HR action plan setting, leave management, keeping employment record, laptop and mobile requisition, email address creation and any ad hoc service required.
- Co-ordinate and assist in employee engagement program.
- Point Person for all personnel regarding HR service-related queries & clarification.

### 2. DESIGNATION: HR Specialist

**Organization: RANCON Automobiles - RANGS Group**

— (July, 2018 – February,2019)



#### Responsibilities:

- Talent Acquisition
- Organizational Development
- HR Operations
- Employee Engagement
- Payroll Management
- Performance Appraisal

### 3. DESIGNATION: Officer HR (GRADE O-2)

**Organization: BD Lamps Ltd. (PHILIPS) - Concern of Transcom Group**

— (September, 2017 – June, 2018)



#### Responsibilities:

- Assist in recruitment & selection process.
- Assist in employee orientation, training & life cycle management.
- Assist functional Head by developing and implementing strategic HR issues.
- Helping in maintaining a sound employee relation in the organization.
- Providing support in salary preparation.
- Close monitoring on employee safety, health & welfare issue.
- Acting as dedicated HR personnel for approximately 300+ sales employees.

### 4. DESIGNATION: SR. HR Associate

**Organization: Talent Centric Ltd.**

— (July, 2016 – August, 2017)



## SKILLS:

- Recruitment & Selection
- Assessment Centre
- Employee Induction
- HRIS
- Documentation & Archiving Management
- Performance Management
- Performance Appraisal
- Employee Engagement
- Policy Formulation & Monitoring
- Data Analysis & Processing

## PERSONAL DETAILS:

### Father's Name:

Md. Enayet Hossain

### Mother's Name:

Syeda Mahmuda Akhteri

### Date of Birth:

3<sup>rd</sup> August, 1990

### Gender: Male

### Religion: Islam

### Nationality: Bangladeshi

### National ID No: 9123679541

### Blood Group: AB+

## Responsibilities:

- Outsourcing profiles from internal and external sources as per the requirement.
- Maintaining and updating the talent database on regular basis.
- Taking Pre-interviews, prepare summary and reports.
- Coordinating with the final interview and conduct reference check.
- Maintaining regular communication with clients, attending meetings and provide regular updates.
- Maintain candidate database and talent networking.
- Coordinating the overall activities of assessment center for Berger Paints Bd.
- Preparing the materials for assessment center.
- Performing the role of Assessor of about 40+ Assessment Session for Berger.
- Communicating with clients and providing necessary updates.

## 5. DESIGNATION: EXECUTIVE- HR & ADMIN.

**Organization:** Masco Picasso Ltd. (Concern of Masco Group)  
— (Mar, 2014 – Jun, 2016)



## Responsibilities:

- Conduct interviews, hiring new staff, and employee orientation.
- Ensure workers Resign List and New Recruitment List for every running month is prepared and send to Central HRM Dept. by 25th day of the running month.
- Ensure that all data, records, papers in relation to Recruitment & Selection, wages; and allowances are properly maintained by HRD.
- All corrective action has been taken / follow-up; regularly as per cap submitted.
- Communicate with Supervisors, Managers, and General Managers for general operations.

## 6. DESIGNATION: HR-INTERN

**Organization:** IFIC Bank Ltd. (Main Branch)  
— (Sep, 2013 – Dec, 2013)



## Responsibilities:

Working to improve the (HRIS) that displays information about the various aspects of an employee based on the different criteria.

## 7. DESIGNATION: Auditor (Articled Student)

**Organization:** CA FIRM (S F Ahmed & Co.)  
— (Jan, 2013 – Aug, 2013)

## Responsibilities:

Persuaded the role of Auditor and audited companies appointed by S F Ahmed & Co. Examples are as follows: Income Tax Audit at Krisenergy Ltd. (Tullow Oil Bd), Bank Audit & Yearly Cash counting and closing balance at CBC (Commercial bank of Seylon).

## EDUCATION:

### MBA (Banking & Insurance)

#### University of Dhaka (2015 – 2017)

CGPA – 3.34 (Equivalent to 75% marks)

### BBA (Human Resource Management)

#### North South University (2008 – 2013)

CGPA – 2.52 (CGPA of Major Courses: 3.56)  
(Equivalent to 80% marks)

### HSC (Science)

#### Dhaka City College — 2007

CGPA – 4.70

### SSC (Science)

#### Mirpur Bangla High School & College — 2005

CGPA – 5.00

## REFERENCES:

### Reference 01

**Zahir Uddin**

Head of Sales,  
Golden Harvest

Mobile: (+88) 01727 745251

Email: zahir\_sm@yahoo.com

Relationship: Professional

### Reference 02

**Tajuddin Ahmed**

Senior Lecturer

North South University

Mobile: (+88) 01713 015597

Email: tamamun@yahoo.com

Relationship: Academic

## TRAINING SUMMARY:

Training Title	Topic	Institute	Location	Year	Duration
Emotional Intelligence for Workplace	Identify the variances of intelligence, techniques of tackling, Proactiveness, Prioritize.	Management Development Centre	Celebration Point, Gulshan.	2019	1 Day
Labor Laws of Bangladesh, Regulations & Policies	Labor Laws, Regulations, Policies, Amendments	Advocates BD Associates	56 Progoti Sarani, Reza Plaza, Block-J, Baridhara	2017	1 Day
IRP (Industrial Relations Project)	The project aims to build awareness of the nature and importance of good industrial relations and assist in improving Industrial Relation (IR) policy by building sustainable capacity to provide IR training and technical assistance at the national and provincial levels and improve.	Denim Processing Plant	Zorpul, West Joinabari, Hemayatpur, Savar, Dhaka	2012	4months
HRPP (Human Resource Planning Project)	Identification of the overall HR foundation of an organization to sort out the pros and cons and thus implement policies to energize the HR model of an organization.	Levant Sweater Ltd.	515 Senpara Parbata, Mirpur, Dhaka.	2012	4months

## LANGUAGE PROFICIENCY:

Certification	Institute	Location	From	To
French Elementary Language Course	Bangladesh University of Professionals	Mirpur-12, Dhaka.	May 1, 2013	August 31, 2013
IELTS (Band Score: 6.5 out of 9.0)	British Council	Dhaka, Bangladesh	May 1, 2010	June 30, 2010