

Toufiq Asif Rahman

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Career Objective:

Support in driving and maintaining the HR function focusing on talent acquisition, HR Operations, performance management and employee communications. To apply all practical and professional skills and knowledge to assist an organization in HR and Sales HR related needs and strategic goals.

Working Experience

HR Support Officer

Coca-Cola International Beverage Private Limited (August, 2019 – Continue)



Duties/Responsibilities:

❖ Performance Management

- ⇒ Prepare Sales HR Dashboard
- ⇒ Top & Bottom Front-End Sales people Analysis;
- ⇒ Top & Bottom AIC Analysis;
- ⇒ Monthly & Quarterly Attrition analysis
- ⇒ Working with HR manager regarding performance appraisal and prepare increment report.
- ⇒ Working with Sales analysis team & analysis Employee productivity rate.

❖ HR & Administrative Operation:

- ⇒ Negotiating & preparing salary proposal for new Joiners.
- ⇒ Separation management of the employees by final settlement.
- ⇒ Logistics Disbursement; providing requisition to vendor.
- ⇒ Communicating with vendor. Arranging monthly meetings
- ⇒ Assigning SIM card, ID card disbursement, Medical insurance operations management

❖ Compensation & Reporting

- ⇒ Maintain HR Masterfile.
- ⇒ Maintain Salary Payroll aligned with BCS.
- ⇒ Maintain MDO logistics dashboard
- ⇒ Maintaining Leave Report on Daily Basis.
- ⇒ Maintaining COVID Report for all employees.
- ⇒ User Navigation of SAP Entry for new Field Force

❖ Monitoring & Control Management

- ⇒ Monitoring DB group and control the disciplinary issues of front end sales people.
- ⇒ Track all performance and Follow up the poor performer and take in initiative to train them for better performance

❖ **Recruitment & Selection**

- ⇒ Conduct regular follow-up with National sales Operation manager & Area Sales managers to determine the effectiveness of recruiting plans and implementation.
- ⇒ Develop a pool of qualified candidates in advance of need.
- ⇒ Research and recommend new sources for active and passive candidate recruiting.
- ⇒ Post openings in online job sites
- ⇒ Conduct pre-screening interviews
- ⇒ Efficiently and effectively fill open positions.
- ⇒ Review applicants to evaluate if they meet the position requirements.
- ⇒ Organize and conduct assessment for recruitment purpose
- ⇒ Maintain and archive all appropriate applicant and interview data
- ⇒ Assist in performing reference and background checks for potential employees.
- ⇒ Interviewing and selecting employees
- ⇒ Preparing and communicating offer packages
- ⇒ Preparing Documentation and salary proposal for new joiners.
- ⇒ Onboard Finally selected employee.
- ⇒ Execution of Final settlement for the resigned Sales people.
- ⇒ Conduct More than **2000+ interview** and successfully allocated the suitable candidate.
- ⇒ Conduct interview in different zone of IBPL such as Rangpur Division, Bogura Division, and Mymensingh Division.
- ⇒ Preparing aptitude test questionnaire and interview module for interviewer.
- ⇒ Preparing Training module for newly joined Sales Force people.

❖ **Training & Coordinating:**

- ⇒ Conducting FEE refresher program regarding HR policy (**Near to 700+ FEE**)
- ⇒ Coordinate & maintain in-house training for the newly joined Front-End Employee
- ⇒ Coordinate & maintain in-house Front End Employee Meetings
- ⇒ Counseling Front End Employee on grievance.
- ⇒ Coordinate & maintain Online (Blue Jeans, Teams, Zoom) training for the newly joined Front-End Employee & AICs.

❖ **Achievement**

- ⇒ Prepare new Interview assessment form
- ⇒ Prepare written question with standard format
- ⇒ Successfully recruited more than 300+ Front End Employee
- ⇒ Introducing Refresher program for Front End Employee
- ⇒ Prepare Salary offering sheet with new modality

HR & Admin Officer

(January 1, 2019 - June 30, 2019)

Islamia Diagnostic & Consultation Centre Duties/Responsibilities

❖ **Administrative**

Scheduling weekly and monthly meeting for operational progress and assessment of administrative activities.

Roaster management to ensure staffs availability on duty. Team meeting with Admin officers for work-process improvement and problem solving.

Preparing meeting minutes of Directors meeting and implement management advice in the organization.

Implementing disciplinary actions advised by the management and maintaining organizational culture, policy and code of conduct among the staffs.

❖ **Human Resource Management**

Recruitment of new staffs (includes shortlisting Candidates, Interviewing, Training new staffs before joining etc.)

Updating and maintaining employee profile, documentation of employee identity documents, certificates and employment contract.

Preparing monthly salary sheet and overtime calculation

❖ **Technological Skills**

- Microsoft Office Application
- SAP (Beginner)

Education:

Masters of Business Administration (University of Dhaka)

Major: HRM CGPA: 3.70 (2018)

Bachelor of Business Administration (North South University)

Major: Marketing CGPA: 2.71(2015)

Higher Secondary School Certificate (Dhaka City College)

Science GPA: 4.20 (2008)

Secondary School Certificate (Faizur Rahman Ideal Institute)

Science GPA: 5.00 (2006)

❖ Extra-Curricular Activity

- Worked as Volunteer in the “Career Festival 2011, 2012 organized through North South University.
- Under of North South University Photography Club (NSUPC), was organizing IIUPE 2010, 2011, 2012.
- Social Business Forum 2012 brought by NSU & ISSB, Blood Donation camping with Quantum, North South Annual Picnic.
- North South Annual, Dowa Mahfil, Book Exchange, Winter Clothing.
- Also worked at Ministry of Foreign Affairs on the 4th & 5th phase of Bangladesh Liberation War Honor held in December 2012

Personal Details

Father's Name	:	A.S.M. Mustafizur Rahman
Mother's Name	:	Ferdous Akter
Date of Birth	:	October 8, 1991
Gender	:	Male
Permanent Address	:	House: 219/C/2 Road: 4/A, Block:D, Banasree, Rampura, Dhaka
Current Location	:	Dhaka

Reference: 01 (Professional)

Name: S M Mehedi Hasan

Organization: Japan Tobacco International Group

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