



## S. M. SHAHRIYAR ABEDIN

An experienced, resourceful and effective HR professional with proven proficiency in all aspects of Human Resource Management. Accomplished in determining most optimal HR practices, achieving all objectives and ensuring smooth functions.



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### EXPERIENCE AREAS

Recruitment & Selection

Training Coordination

HR Frameworks (Policies & Procedures)

ERP Software

Succession Planning

Workforce Planning

Organization Chart/Structure

Employee Orientation/On-Board

Employee Rewards & Incentives

HR Department Set-up/Operations

Disciplinary, Discharge & Retrenchment

Exit Interview

Workplace Dispute Resolution

HR Database/Documentation

Leave Administrations

Drafting Letters/Documents

Counseling

Health & Safety

HR Communication

Time Management

### PROFESSIONAL EXPERIENCES

#### Executive – Human Resources

**Emkay Enterprises Limited** (Corporate Office: AJ Heights (Level-3), Cha-72/1/D, Pragoti Sharani, Uttar Badda, Dhaka-1212)

2<sup>nd</sup> July 2017 to till now

#### Duties and Responsibilities:

##### **Recruitment and Selection**

- Execute employee requisition, requirements and issues from all departments.
- Conduct recruitment related tasks such as preparing job descriptions, posting job advertisement and managing the hiring process.
- Conduct interview session as a representative of HR Manager.

##### **Orientation, Training and Development**

- Conduct initial orientation to newly hired associates.
- Assessing and Identifying Training Needs of associates.
- Develop, arrange and coordinate training programs.
- Follow-up training sessions and analyze training feedback.
- Maintain a keen understanding of training trends, developments and best practices.

##### **HR Database and Documentation**

- Develop ERP software database and accomplish HR related tasks regularly.
- Create, manage hiring files and personnel files on a regular basis and ensure its confidentiality.
- Formulate different letters such as Offer Letter, Appointment Letter, Joining Letter, Transfer Letter, Increment and Promotion Letter, Show-Cause Letter, Warning Letter, Discharge Letter, Forwarding Letter and documents issued from the HR department.
- Process exit employees clearance documents, prepare & provide to the employees Resignation Acceptance, No Objection Certificate (NOC), Experience Certificate and other necessary papers.
- Request, prepare information and process ID card, business card in coordination with the Administrations Team for all employees and support staffs.
- Prepare draft copy of any confidential documents in related to the business assigned by the Management and also perform any other tasks assigned by the Head of HR.

### Organization Development

- Develop policies and procedures for various purposes, under the direction of Director and Managing Director.
- Re-structured organization chart and process.

### Leave Management

- Prepare holiday calendar, maintain leave and holiday management.

### Attendance and Payroll

- Record, maintain and monitor attendance to ensure employees punctuality.
- Prepares, process associates and project workers monthly salary sheet on ERP.

### Observations

- Closely observe associate's daily activities through visiting desk to desk and also CCTV, prepare observation report and send it to the HR manager.
- Frequently visit in Corporate Office and Branch Office's floors to checkout office cleanliness, follow-up associate's dress code and take necessary actions if any discrepancies found.

### Employee Engagement and Motivation

- Develop and implement employee motivational programs such as Birthday wishes, Day-off programs, Corporate Tour, Tournaments, and Corporate Photography etc.

### Communication

- Cooperate Head of the Departments (HOD) to make understand HR policies and matters.
- Communicate with Corporate Bank Manager for ensuring associates bank accounts and duly follow-up process.
- Actively involve on viber groups and communicate through e-mails with all associates.

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## Intern – Human Resources

**Square Toiletries Ltd.** (Head Office: 72 Mohakhali Rupayan Centre (11th Floor), Dhaka-1212)

**23<sup>rd</sup> August 2015 to 23<sup>rd</sup> November 2015 (Duration: 3 Months)**

### Duties and Responsibilities:

#### Recruitment and Selection

- Assist to conduct the end to end recruitment process which includes CV screening, communicate with candidates & arrange interview board.
- Assist supervisor to prepare candidates short summary through structured excel format.
- Coordinate Executive/Managerial level VIVA board attach with GM & AGM, HR

#### Training and Development

- Facilitate the training of Sales Representatives (SR) and maintain the trainer time schedule accordingly.
- Responsible to take training feedback report from the SR, conduct day to day exam, check scripts, prepare mark sheet and report to the supervisor.
- Arrange Managerial Level Training material, prepare certificate, ID card and other necessary particulars.

#### Performance Management System (PMS)

- Assist supervisor on employee performance appraisal system.

#### HR Database and Documentation

- Prepare offer letter, job confirmation letter, joining letter, transfer letter, intern information record and ID card requisition.

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## EDUCATION

### Master of Business Administration (MBA)

Major in Human Resource Management

**Southeast University, Dhaka**

2017

CGPA: 3.50 out of 4.00

### Bachelor of Business Administration (BBA)

Major in Human Resource Management & Marketing

**East West University, Dhaka**

2015

CGPA: 2.84 out of 4.00

## TRAINING/WORKSHOP

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Interest Based Negotiations and Joint Problem Solving  
East West University

Day Long

## COMPUTER SKILLS

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- Microsoft Office (MS Word, Excel, Power Point, Outlook)
- **Good Typing Speed in both Bangla (Bijoy) and English**
- Graphics Program (Adobe Photoshop, Illustrator)
- Internet, Web Access and E-mail

## LANGUAGE PROFICIENCY

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- Fluent in Bangla and English with proper accent

## PERSONAL PROFILE

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- Father's Name : S. M. Joynal Abedin (Late)
- Mother's Name : Setara Parvin Bokul
- Permanent Address : 92, Middle Paik Para, Mirpur-1, Dhaka-1216
- Date of Birth : 15 March 1992
- Home District : Dhaka
- Nationality : Bangladeshi by Birth
- National ID : 912 151 2256
- Passport : EA0159441
- Blood Group : B+ (Positive)
- Religion : Islam
- Marital Status : Married

## REFERENCE

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**S. M. Shahriyar Abedin**