

**Resume of
Mohammad Moshir Rahman**



House# 12/U/T, Road No# 15, Block# G
Bashundhara Residential Area
Dhaka – 1229, Bangladesh
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Email: mishu.sun@gmail.com

Career Objectives:

A career oriented person who has vision to build up a secure career as HR Professional with sound experience in Recruitment & Selection, Talent Retention, Compensation & benefit, Training & Development, Bangladesh Labor Law and HR Administration.

Career Summary:

Accomplished 1200+ recruitment, hired 70+ diversified positions, 3500+ CV database including executive positions. Now working as Assistant Manager, leading talent acquisition team to recruit & sourcing talents, expanding hiring channel, employee onboarding, updating HR policies, implementing and operating HRIS, conducting performance appraisal, career and corporate event. Currently, I am reporting to Group CEO & HR Director of Unique Group.

Achievement:

- Accomplished full recruitment process of a pre-opening Hotel consisting of 108 manpower with 33% regular employee, 33% contractual employee and 34% trainee & casual employee.
- Implemented HRIS for all the concerns of UG

Specialization:

- HR Policies & Procedure
- Talent Acquisition (R&S)
- Recruitment Metrics (RM)
- Expat Hiring & BIDA Process
- Manpower Planning & Budgeting
- Bangladesh Labor Law

Working Experience: 3.7 years

Assistant Manager, Human Resources

(February, 2020 – Present)

Unique Group (The Westin Dhaka, Sheraton Dhaka, Borak Real Estate, Daily Amader Shomoy, Unique Meghnaghat Power Limited)

Major Responsibilities:

- Actively working with senior management team (SMT) to ensure fairness in hiring process to take initiative on all diversity involvement in recruitment
- Optimizing hiring channel strategy on the basis of cost and identify effective sourcing channel with higher output
- Create effective PAC method to build ideal candidate profile to meet HoD requirement
- Building talent pipeline involves proactively developing long-term relationships with potential candidates by aligning with company's talent needs
- Actively sourcing right talent in social media platforms, networking events and job fairs
- Lead and assist recruitment team in interview process, creating panel member, email communication, contacting candidates, scheduling interview's and finalize the process within timeline
- Participate in preliminary interview to gauge candidate interest, personality, experiences and salary requirement
- Manage and ensure higher conversion rate and reduce the timeline of talent acquisition process
- Actively work toward building a diverse and qualified team to support the organization
- Meet with team members to have a full-scale understanding of hiring needs and available positions within the company

- Assist in rewriting and updating departmental SOP, employee handbook, policies and different HR forms (Employee Requisition Form, Interview Evaluation Form, Probation Period Assessment Form, Job Template Form, Personal History Form, Verification and Reference Checking Form)
- Assist in planning & introducing Employee Health Benefit policy & Employee Handbook for a service-oriented concern

Senior Executive, Human Resources

(January, 2019 – January, 2020)

Unique Group (*The Westin Dhaka, Sheraton Dhaka, Borak Real Estate, Daily Amader Shomoy, Unique Meghnaghat Power Limited*)

Major Responsibilities:

- Leading and executing end-to-end recruitment process for entry to top level position (sourcing, screening, interviewing and selection).
- Administer proper onboarding and off boarding of employees including pre-hire paperwork and new-hire onboarding process.
- Ensure effective job postings by creating, editing and publicize in various recruitment sites by complying recruitment policy based upon job responsibilities and requirements.
- Responsible for recruiting quality candidates through networking, direct sourcing, screening, using assessment tools to evaluate their skill level for job roles.
- Arrange behavioral based interview and other assessment tools to ascertain candidates KSA.
- Confer with department head to identify staffing needs, job analysis, updating organogram, tracking head count and ensure not to exceed assigned budget set by management.
- Regular participation in with TA meeting regarding vacant positions, timeline, scheduling interviews, candidate participation, interview feedback, succession rate and new employee weekly joining announcement.
- Perform as an ambassador for UG in career events and campus visits for head hunting on an as requirement.
- Drive sourcing for active and passive candidates through online community network, social media and develop talent pool database according to business nature.
- Establish effective negotiation prior finalizing and communicate employment information during job offer (perks, remunerations and other facilities as per policy).
- Coordinate training session by arranging venues, transports, logistics, accommodation, safety & security as required to achieve efficient training attendance and delivery.
- Assist in conducting performance appraisal program with senior manager
- Executes other related duties as required and assigned by Head of HR.

Executive, Human Resources

(January, 2017 – December, 2018)

Unique Group (*The Westin Dhaka, Sheraton Dhaka, Borak Real Estate, Daily Amader Shomoy, Unique Meghnaghat Power Limited*)

Responsibilities:

- Conducting recruitment & selection as per requisition arise.
- Assist HR Manager in verifying the vacant positions, preparing job description and posted job add to various job portals and social media.
- Updating employee recruitment database for proper tracking of candidate, analyzing candidate attendance ratio and record interview feedback.
- Present candidate summary report to the interview panel members.
- Proper file management of Employee Requisition Form (ERF), Employee Personal File (EPF), Candidate database of selection, rejection and shortlisted for future need.
- Perform pre-onboarding & post-onboarding tasks.
- Prepare announcement report of newly joining employee and provide necessary support.
- Prepare appointment letter, offer letter, noc, experience letter and others as per requirement

- Perform Exit Interview procedure and provide feedback to management on the basis of reasons of leaving and discuss how to retain the potential.
- Employee background verification before going through all the procedure of onboarding new employee.
- Perform HR Administration tasks (Attendance, Leave, SIM Allocation, Monitoring Transport Pool, ID Card, Business Card, Coordinating with Grameenphone, Setting Attendance Machine in projects)
- Assist Payroll Manager to generate salary over 2000+ employees by checking and verifying reports.
- Process payment for different vendors within timeline and managing petty cash and other office expenses.
- Any other tasks as assigned by the management from time to time.

Academic Qualification:

Master of Business Administration (2016 - 2018) **Bachelor of Business Administration (2011 - 2016)**

Human Resource Management (CGPA: 3.37)

East West University, Dhaka

Human Resource Management (CGPA: 3.22)

East West University, Dhaka

Higher Secondary Certificate (2010)

Business Studies, GPA: (5.00)

Cambrian College, Dhaka

Secondary School Certificate (2008)

Science, GPA: (4.63)

Civil Aviation High School, Dhaka

Computer Skill:

Operating System: Windows 2003/7/8/10, Vista and XP Application

Software: MS Office, Visio, Adobe Light room, Adobe Photoshop, Adobe Premiere Pro. Google G-Suite

Language Proficiency: English and Bangla (Fluent in speaking and writing).

Certificate Course:

Course Title	Course Topic	Institute	Country	Location	Year	Duration
Management Development Program (MDP)	Leadership & Change Management (LCM)	Institute of Business Administration (IBA), Dhaka University	Bangladesh	Dhaka	2020	2 Days

Training:

Training Title	Topic	Institute	Country	Location	Year	Duration
BSHRM-MetLife 6 th International HR Conference- 2017	International Human Resource Management	Bangladesh Society for Human Resource Management	Bangladesh	Dhaka	2017	Daylong
Centre for Developing Management Excellence (CDME)	Time Management	In-House Training	Bangladesh	Dhaka	2018	Daylong
BSHRM-7 th International HR Conference- 2018	International Human Resource Management	Bangladesh Society for Human Resource Management	Bangladesh	Dhaka	2018	Daylong

Personal Detail:

Father's Name : Md. Saifur Rahman
Mother's Name : Shahanaz Rahman
Date of Birth : 12th December 1993

Nationality : Bangladeshi
National ID No : 235 350 9736
Height & Weight : 5'11" & 76 KG

Reference

will be available upon request

A handwritten signature in black ink, appearing to read 'ALTMAN' or similar, with a circular mark above it.

(Md. Moshir Rahman)