

# MD SHAHADAT HOSSAIN

## Human Resource Executive

Strategic and innovative HR Executive who translate business vision into HR initiatives that improve performance, profitability, growth and employee engagement. Genuine influencer who thrives on tough challenges and translates vision and strategies into actionable, value-added goals. Strong business acumen, excellent communication & interpersonal skills, extensive knowledge of Microsoft Excel, Word, and PowerPoint.



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☎ 01719796879

📍 Dhaka

## WORK EXPERIENCE

### Executive, Human Capital Management Fakir Apparels Ltd

10/2019 - Present,

Narayanganj

#### Tasks

- Assist in administering a wide range of Human resource matters in manpower planning and recruitment, compensation & benefits and performance management exercise
- Assist in preparation of all staff payroll and timely disbursement of salaries or other employee benefits
- Process and follow up appointments, reassignments, promotions and other HR decisions
- Scheduling and coordination training and orientation sessions
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have

### Administrative Officer

#### Al-Barr Engineering & Contracting Co.

05/2019 - 11/2019,

Dhaka

#### Tasks

- Evaluate all projects and ensure compliance to all budgets for contract services
- Review all projects and maintain estimates and track all invoices and work orders
- Collaborate with design engineer and gather and evaluate all change orders and maintain records of design engineers processes
- Initiate and implement best and effective practices in administrative functions

### Assignment Officer

#### Securex Chevron Project

04/2014 - 09/2014,

Dhaka

#### Tasks

- Collect and organize economic data for reports, meetings and policies
- Perform various administrative functions, including filling paperwork, delivering & sorting mail
- Achieve client confidence and protected operations by keeping information confidential
- Assist with mail distribution, equipment inventory identification, offices and equipment
- Help to organize clients schedule and plan appointments

### Office Assistant & Computer Operator New Rajdhani Teachers Training College

07/2012 - 02/2014,

Dhaka

#### Tasks

- Handling incoming calls and other communications.
- Managing filing system.
- Performs defined tasks per documented instructions/processes
- Generates reports from batch jobs and distributes to end-users.

## SKILLS

Relationship building and support

Organizational Development

Strategic Planning

Talent Acquisition

Employee Performance Improvement

HR Best Practices

Workforce Planning & Development

HR Policy, Process & system Design

MS Office

## EDUCATION

### MSC: Management & Governance University Of Siena, Italy

10/2017,

### BBA Finance

#### Sk. Borhanuddin College, National University

09/2013,

## LANGUAGES

Bangla

Native or Bilingual Proficiency

English

Professional Working Proficiency (IELTS-6.5)

Italian

Elementary Proficiency