



MALOBICA MAHFUZ

EXPERIENCE

EXECUTIVE HR

Gemcon Group | 2017 - Present, Dhaka

Core Job Responsibilities:

- Oversee all general HR operations of 02 leading SBUs (Engineering and Real Estate Division) of the Group.
- Planning HR requirements, yearly HR budget, developing organograms and recruitment of human resources for different departments.
- Coordinate orientations and training for new employees.
- Prepare various departmental monthly reports like- Manpower, Insurance, Attendance, Leave Status and Payroll.
- Conduct mid-year and annual performance appraisal of the SBUs and submit report to Group HR/Management. Arrange post evaluation employee counseling session to discuss their performance report and to improve productivity of the employees.
- Coordinate activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Ensure implementation of Company's HR compliance and taking disciplinary actions as and when required (Attendance, Leave, Employee Safety, etc.) at all levels.
- Conduct the HR formalities of departing employee's like- Exit Interview, Employee Clearance and F&F Settlement (PF, Gratuity, Leave Encashment) calculation and final cheque disbursement.
- Issue various HR related letters like- Appointment, Confirmation, Increment, Transfer, Show-Cause, Suspension, Termination, Experience certificate, Salary certificate, NOC, etc. as per requirement.
- Collaboration with cross-functional departments to create, manage and maintain SBUs overall monthly performance report.

Key Project Learning:





- Assist senior management with making key decisions by developing and submitting new "9 Box Model Performance Management Process Report" with status update and improvement recommendations.
- Worked with key HR team in developing the "Key Result Area (KRA) & Key Performance Indicator (KPI) Module" at corporate and factory level.
- Streamlined organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.

PROFILE

Enthusiastic HR Executive eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Oversee well-organized and efficient HR operations by balancing organizational targets with compliance and employee demands. Focused on maximizing resource utilization and enhancing performance with forward -thinking approaches. Driven and decisive with passion for building and retaining a successful HR profession.

SKILLS

Professional Skills

- Team Player 
- Managing Skill 
- Employee Supervision 
- Communication 

CONTACT

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Apt# 304, Road # 27(old),
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SKILLS

Computer Skills

MS Office
E-Mail
Internet
HR ERP



Language

English
Bengali



Personal Skills

Interpersonal Skill
Adaptability
Self Motivated
Emotional
Intelligence



INTERESTS

Traveling
Photography
Music
Cooking

EXTRA CURRICULAR ACTIVITY

Voluntarily manage an
orphanage "Bhaluka"

SR. OFFICER, HR

Hossain Group | 2014 - 2017, Dhaka

Core Job Responsibilities:

- Supporting supervisor in developing job descriptions and specifications, preparing job adverts, checking application forms, shortlisting candidates.
- Assisting supervisor in recruitment process, conducting interview calls and arranging schedules and meetings.
- Monitoring staff attendance, maintaining daily employee roster and leave management.
- Liaising with other units for HR supports and combining reports.
- Preparing Employee Handbooks, HR Reports, Letters and other tasks assigned by supervisor.

INTERNSHIP

Berger Paints BD Ltd. | Oct 2013 - Jan 2014, Dhaka
HR & Marketing Division

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

North South University | 2017

Major in: Human Resource Management (HRM)

Overall CGPA: 3.86 out of 4 scale

Awarded: Summa Cum Laude

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

North South University | 2014

Major in: Human Resource Management (HRM) &
International Business (INB)

Overall CGPA: 3.51 out of 4 scale

Awarded: Cum Laude

CERTIFICATION COURSE ON HRM

2018

HUMAN RESOURCE COMPETENCIES (HRMC)

*Institute of Business Administration
(IBA), University of Dhaka*

-Focused on developing professional
basic HR competencies

- Overall Result: 83.2 out of 100 marks

PERSONAL INFORMATION:

Father's Name: Mahfuzur Rahman Chowdhury

Mother's Name: Mehtab Chowdhury

Date of Birth: 5th October, 1990

Marital Status: Single

Religion: Islam

Nationality: Bangladeshi

REFEREES

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