

# Rubaiyat Islam

## Practitioner of Strategic Human Resources & Administration



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Chand Mia Housing Society,  
Mohammadpur, Dhaka-1207

### Additional Aptitudes

- Business Acumen
- Team Leadership
- Talent Management
- Feasibility Analysis
- Tolerant & People Centric
- Change Management Skills
- Collaboration & Partnering
- Strategic Thinking Competence

### Courses & Certifications

- ❖ Certified HR Specialist  
Enrolled from CIPD Asia/2018
- ❖ Management & Administration  
Course/BIAM/Batch-2015
- ❖ Business Communication Skills  
Courses/British Council/2013
- ❖ BGMEA Certified/Knitwear/2012

### References

- ❖ **Amit Chakraborty**  
CMO, Suvastu Properties Ltd.  
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Cell: +88 01911587887
- ❖ **Muhammad Ezaz Rasul**  
Sr. Manager, HR & Admin  
Edison Group  
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### Career Objective

Being a Practitioner of Strategic Human Resources & Administration with above 8 Years of professional expertise exclusively on Human Resource Management & Administration, I'm decently passionate to grab the stunning opportunity with a view to boost up & energize my professional aptitude in any reputable organization through resourceful and result-oriented perception.



### Professional Experience

#### Bashundhara Group

Deputy Manager, HR & Admin (Jan 2020 - Present)

- Accountable to supervise inclusive balance of HR functions - HR Strategy, Policy Development & Implementation, Talent Acquisition, Resourcing and Employers Branding, Employee Relation, Engagement & Grievances, Performance Management, Leave & Attendance Management, Payroll & Compensations Management, Organizational Development, Fire, Organizational Health & Safety issues, Legal issues of HR & Admin Dept.
- Organizational design and perform change management initiatives in respond to the need of organizational changes. Leading the change management being the Ambassador of the same to respond to need of organizational changes.
- Build strategic partnership and collaboration with line functions to create ground for acceptance & friendly adoption of HR strategies by business units.
- Execute the line function for people planning and propose new policies, process, procedure to achieve competency & organizational capabilities with periodical review.
- Conduct Strategic headcount planning & effective utilization of manpower by working with functional heads on a cross functional staffing system to energize the entire recruitment process.
- Explore the market best practices in the recruitment and staffing and implement appropriate talent acquisition strategies and hiring plans in the organization.
- Drive the process development in the area of resourcing and policy implementation to ensure compliance in the area of Resourcing.
- Ensure retention of best talent, performance management of overall talent and enhancing the performance driven culture.
- Drive employee engagement in working with executive leadership to develop effective internal communications strategies, processes, tools and training to promote morale and productivity.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees.
- Promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.



## Professional Experience

### Piickme Ltd. (Transportation & Ride-Sharing Company)

Head of HR & Admin (July 2018 - Dec 2019)

- To oversee the compact tasks of HR Strategy Development, Implementation of HR Policies, Talent Acquisition, Resourcing and Employers Branding, Employee Relation, Engagement & Grievances, Performance Management, Payroll & Compensations Management, Organizational Development, Legal issues of HR & Admin Dept.
- Drive recognition on what HR does and how it adds value at the functional, team and distinctive level.
- Identify hiring requirements, develops the job descriptions, recruitment plan & conducting the interview program.
- Ensure effective utilization of manpower by working with functional heads on a cross functional staffing system.
- Ensure planning, monitoring & appraisal of employee work results by training managers to coach and discipline employees.
- Establish and implement efficient systems and procedure to ensure prompt services & effective controls, including data/information and records etc.
- Ensure retention of best talent, performance management of overall talent and enhancing the performance driven culture.
- Ensuring smooth & timely delivery of all arrays of employee services, viz. confirmation, promotion, separation, final settlement, leave & attendance management, HR reports etc.
- To identify promising & poor performing employees, taking corrective action and apprise for action with the coordination of Training & Organization Development Department.



## Professional Experience

### Edison Group (Symphony Mobile & Accessories, Siemens)

Asst. Manager, HR & CS Operation (July 2013 - July 2018)

- Supervise Talent Acquisition for CS & HUB Operations Dept.
- Coordinate Job Analysis, Screening Procedures & Induction Session.
- Fixing up the Key Performance Indicator (KPI) of CS Officers.
- Maintain & Coordinate Employee Performance Evaluation.
- Educate CS Officers to communicate concerning early solution of customer issues.
- Increase product knowledge and customer dealing efficiency to CS Officers.
- Ensure HR & Administrative Support to CS Officers.
- Closely Monitor the Compliance Issues of Customer Service Points.
- Generate advancement scope of Standard Operating Procedure (SOP)
- Ensure Impartial Negotiation with Sales Channel as well as Stakeholders.
- Maintain Smooth relationship with existing vendors as per market strategy.
- Coordinate on Job Training Management to the Customer Service Officer.



## Professional Experience

### Airtel Bangladesh Ltd. (Concern of Hinduja Group)

Sr. Executive, HR Operation (June 2012 - June 2013)

- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Maintenance of human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Coordinate on Job Training Management to the Customer Service Officers.



## Academic Background

- ❖ Prime University, Dhaka  
Master of Arts in English, CGPA 3.5, April 2015
- ❖ National University, Gazipur, Bangladesh  
Bachelor of Arts in English, 2<sup>nd</sup> Class, August 2012
- ❖ Milestone College, Uttara, Dhaka  
H. S. C in Business Studies, GPA 3.80, March 2007
- ❖ Kakoli High School, Dhanmondi, Dhaka  
S. S. C in Business Studies, GPA 3.69, Feb 2005



## Conferences & Rewards

- ❖ Crisis Management, Challenges towards Global Human Resources  
Joined as the Role of Guest Speaker (Venue: BICC, Organizer: Mind Mapper, Sep 2019)
- ❖ Future Trends of HR Management, Presidency University  
Contributed the Part of Keynote Speaker (Venue: BICC, April 2018)
- ❖ Workshop on Modern Concept of HR Management, Dhaka  
Occupied as the Associate of Stirring Committee (Venue: BRAC Learning Center, June 2017)
- ❖ Best Employee of the Year, Edison Group  
Participated as Award Winner Employee (Venue: Edison Group HQ, Jan 2015)
- ❖ Employee of the Quarter, Airtel Bangladesh Ltd.  
Participated as Award Winner Employee (Venue: ASA Tower, Shyamoli, March 2013)