

**Md. Saddam Hosen**

169/2/A, North Konipara, Shanti Niketon, Tejgaon, Dhaka - 1208.

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**Career Objective:**

To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment.

**Employment History:****01. Human Resource Officer - HRD (January 10, 2019 - Continuing)****Nassa Group**

Company Location: 238, Tejgaon I/A, Gulshan Link Road, Dhaka – 1208.

**Duties/Responsibilities:**

- Leaves & attendance management (Experienced in BI and FTS payroll software)
- Maintain & updates employees database and other relevant HR documents in a proper way
- Recruitment & Selection process as per the departmental procedures.
- Conduct employee joining procedures and orientation.
- Personal file opening after getting all the verified documents and maintain payroll software
- Prepare & update employees resign and new recruitment list in regular basis.
- Prepare & issues appointment letter, offer letter, show cause letter, office orders, circulars and other HR related documents
- Follow up daily HR activities as organization demand as per the company policy
- Maintain and coordination with HR & Compliance issues of all factories
- Coordination with buyer (VF-Asia, K-mart, Sears, Inditex, LIDL and others.) to fulfill the buyer's compliance and audit related requirements.
- Regularly review & update Accord, Alliance, & Buyers audit status and CAP.
- Communicate & arrange third party certifications audit like OCS, GOTS, BSCI etc. and conduct the payment procedures as per the company policy.
- Assist supervisor to develop and implement plan of action for factories to meet and maintain social compliance standards as per the labor law.

**02. Executive - HRD (December 1, 2015 - October 1, 2016)****Concord Group of Companies**

Company Location: Concord Centre, 43 North Commercial Areas, Gulshan 2, Dhaka-1212.

**Duties/Responsibilities:**

- Recruitment and selection process as per the manpower requisitions and vacancies
- Assist supervisor to prepare job description and advertisement
- Maintain & communicate with the different recruiting agencies and educational institutions
- Organize interview and conduct written & computer tests as per requirements

- Prepare offer letters, appointment letters and other documents relevant to appointment and handover to the particular candidate
- Design and review recruitment forms, formats, and other relevant HR documents
- Collect and verify academic and experience certificates with the original
- Prepare, organize and conduct orientation program for the newly joined employees
- Responsible for bank account and group insurance opening
- Maintain and update organogram of different department of the company
- Coordinate exit interview & employee release procedures

### **03. Officer – Business Development (March 25, 2013 - July 30, 2014)**

#### **ElevenPlus Ltd.**

Company Location: 759 (1st floor), West Shewrapara, Mirpur, Dhaka - 1216.

#### **Duties/Responsibilities:**

- Business Planning & Development
- Leaves & Personal files maintenance
- Monitoring & Organizing the Employees
- Products & Services Development
- Communicate with Customers
- Maintain CV Bank for future recruitments

#### **Academic Qualification:**

<b>Exam Title</b>	<b>Concentration/ Major</b>	<b>Institute</b>	<b>Result</b>	<b>Passing Year</b>	<b>Achievement</b>
MBA	Human Resource Management	IBA, University of Rajshahi	CGPA: 3.56 out of 4.	2018	-
International Course: (Two Courses)	“Skills & Technology in Communication” and “Application of Environmental Modeling”	University Malaysia Perlis (UniMap), Malaysia. [Foreign Institute]	CGPA: 3.88 out of 4	2014	3rd position in Summer Rush, University Malaysia Perlis, Malaysia.
BBA	Human Resource Management	Daffodil International University	CGPA:3.24 out of 4	2015	2nd Position in Essay Competition at 3rd Business Festival, DIU.
HSC	Science	Police line School & College, Kustia.	CGPA:2.90 out of 5	2011	-
SSC	Science	Anandobash M.M Academy	CGPA:4.19 out of 5	2009	-

**Professional Qualification:**

<b>Title</b>	<b>Certification</b>	<b>Institute</b>	<b>Duration</b>
Talent Management	Participant of Certified Professional Training Program on "Talent Management".	BSHRM	Day Long Session (August 5, 2015)

**Training Summary:**

<b>Training Title</b>	<b>Topic</b>	<b>Institute</b>	<b>Duration</b>
Higg Index FSLM Implementation Strategies	Facility Social Labor Module	Sustainable Management System Inc.	Day Long Session
The Chosen One	Planning, SWOT analysis, Job Satisfaction etc.	BSHRM	Day Long Session
Design Thinking	Participant of Certified Workshop on Design Thinking	Cloud Camp Bangladesh	Day Long Session (3 Credit Hours)
First Responders Training	First Responders Training by CriticalLink at DIU	Critical Link	Day Long Session

**Extra-Curricular Activities:**

- General Member of Bangladesh Society for Human Resources Management (**BSHRM**)
- Member of Prothom-Alo Bondhushava, University of Rajshahi
- Participant of Asia Summer Program(ASP) - 2014, Unimap, Malaysia
- Former Member of Entrepreneur Guidance program (**EGP**)
- Former Associate Member of Daffodil Business Incubator (**DBI**)
- Former Managing Member of **DIU BASIS Student Forum Chapter**

**Voluntary Works:**

- DCCI Entrepreneurship & Innovation Expo at BICC
- Creating 2000 Entrepreneurs at DCCI
- DIU Alumni Association's "Alumni Night-2015"

**Skills Summary:**

<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>▪ Bangla Typing: Bijoy 52 and Avro</li> <li>▪ Microsoft Windows, MS Word, Power Point, and Visio Drawing</li> <li>▪ Video Editing (Basic-Camtasia Studio 7)</li> <li>▪ Photo Editing(Adobe Photoshop CS)</li> </ul>			
<b>Languages Proficiency</b>	<b>Languages</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
	Bengali	High	High	High
	English	Medium	Medium	Medium

**Personal Details:**

Father's Name : Md. Tofajjel Hosen  
 Mother's Name : Mst. Shirina Begum  
 Date of Birth : September 10, 1994  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 NID No : 328 322 8728  
 Permanent Address : Village & Post office: Anandobash, Postal Code# 7102, Thana: Mujibnagar,  
 District: Meherpur, Bangladesh.

<b><u>Reference(s):</u></b>	Reference: 01	Reference: 02
Name	: Md. Kibria	Abdulla Al Noman
Organization	: Bashundhara Group	Abdul Monem Group
Designation	: AGM (HR & Admin)	Assistant Manager - HRD
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