

## MD. SADDAM HOSSAIN

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### JOB SUMMARY

- ❖ Highly experienced, effective and efficient HR business partner who has proven skills in contributing to the achievement of overall business strategy of the company through developing & implementing of appropriate and business friendly HR policies and procedures, Talent Management, Performance Management, Compensation and Benefits Management, HR Documentation, HRIS, HR Data Analysis, Employee Retention Strategies, SOP Development, Employee Grievance Handling and Legal Compliance.
- ❖ Experienced Professional in Human Resources with Professional Certification of Certified Reward Professional & Certified Performance Management Expert by Aon Hewitt, Certified NLP Master and Business Practitioner by Sue Knight and State Certification in EMBA from IBA-DU, MBA in HRM from FBS, University of Dhaka and BBA in Management from FBS, University of Dhaka. I have also attained others job related courses like Advance Certificate in Business Administration offered by IBA & AMDISA for managerial people, Advance Certificate for Management Professional (ACMP) offered by IBA-DU & EY for Managerial Skill Development of IT/ITES Industry, Diploma in Social Compliance by Bangladesh Institute of Management.

### HR SKILLS

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|---|---|--|
| <input type="checkbox"/> HR Department Startup            | <input type="checkbox"/> HR Planning            | <input type="checkbox"/> Compensation Management |
| <input type="checkbox"/> HR Policies & Procedure          | <input type="checkbox"/> Labor Law              | <input type="checkbox"/> Coaching and Mentoring  |
| <input type="checkbox"/> Talent Acquisition and Retention | <input type="checkbox"/> Job Analysis           | <input type="checkbox"/> Performance Management  |
| <input type="checkbox"/> HR Accounting                    | <input type="checkbox"/> Employee Relations     | <input type="checkbox"/> Dispute Resolution      |
| <input type="checkbox"/> Employee On-Boarding             | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Succession Planning     |
| <input type="checkbox"/> SOP Development                  | <input type="checkbox"/> HRIS Technologies      | <input type="checkbox"/> Forms Development       |

### PROFESSIONAL EXPERIENCE

#### SYNESIS IT LIMITED

**Address:** Level 3, BDBL Bhaban, Kawranbazar, Dhaka-1215, Bangladesh

*Locally Reputed ICT Company in the business segment of e-Government solution, e- Health, Tender Bazar and Call center Solution.*

**Assistant General Manager – Dept. of People & Culture, May 02, 2019 to**

**Present**

**Manager - HR, April 05, 2017 to April 30, 2019**



Recruited to facilitate the HR functions of the organization, guiding the startup and management of a full spectrum of HR operations, systems, process and programs and work with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs. Manage leave-of-absence programs and personnel records; administer benefits enrollment and programs; administer HR budget; and handle OH&S issues.

**Key Results:**

- ❖ Structured and implemented talent management processes to ensure best talent acquisition with competitive hiring cost.
- ❖ Recruited around 150 CSE Graduate in technical position like programmer, senior programmer, Mobile Apps Developer, Analyst programmer, System Analyst, DevOps Engineer, Solution Architect, SQA, Business Analyst, DBA, IT Manager and around 340 graduates in others role of the organization.
- ❖ Integrated the Total Payroll process and disbursement from HR end with defined deadline.
- ❖ Finalized the role clarity exercise and job description of all employees.
- ❖ Finalized the designation alignment of whole organization and compensation and benefits structure as per the grade.
- ❖ Initiated structured performance appraisal system based on KPI.
- ❖ Introduced Performance Interview and performance feedback culture.
- ❖ Developed and implemented Employee Leave Policy, Annual Appraisal Policy, Job Confirmation Policy, Job Separation Policy, Festival Bonus Policy, IT Equipment Policy, Local Travel Allowance Policy, Project Incentive Policy, Vehicle Allotment Policy and Dual Employment Policy.
- ❖ Introduced employee induction system.
- ❖ Initiated structured learning and performance enhancement program for people skills enhancement.
- ❖ Finalized organogram structure with manpower details for all SBU.
- ❖ Introduced structured Exit Interview and proper record keeping for analyzing reasons for leaving job.
- ❖ Ensured the employee turnover by 3.4 percent last 04 year.

**RANGS INDUSTRIES LIMITED**

**Address: 184/A, Tejgoan Industrial Area, Dhaka, Bangladesh**

*Producer, distributor and retailer of electronics product SAMSUNG, TOSHIBA, PHILIPS & TOSHIN Brand.*

The logo for RANGS INDUSTRIES LTD. is located in the top right corner of the page. It consists of a blue rectangular box containing the company name in a bold, sans-serif font. The text is white, and there is a small blue graphic element to the left of the text.**Manager - HR & Admin, March 28, 2016 to April 24, 2017**

Recruited to help and accelerate the overall HR and administrative functions of the organization.

**Key Results:**

- ❖ Properly supervise the HR and Administrative function of the organization based on group HR and Admin policy and business requirements of the business unit.
- ❖ Structured recruitment process and selection procedure based on SBU requirement.
- ❖ Revised monthly salary to commission-based salary of showroom employees.
- ❖ Organized training for communication, sales and record keeping skill improvement of showroom employees.
- ❖ Developed SRS for HRMS software.
- ❖ Recruited and negotiated more than 80 management employees as the requirement of business growth.
- ❖ Introduced company's first formal performance review program, creating a flexible and well-received tool that was later adopted company wide.
- ❖ Hired market best employees for VRF business.

- ❖ Fostered a teamwork and open-door environment conducive to positive dialogue across the organization.
- ❖ Revised job descriptions of Head office employees and showroom Managers.
- ❖ Interviewed employees to construct an accurate picture of the duties and skills required for each position.

## **WALTON HI-TECH INDUSTRIES LIMITED**

**Chandra, Kaliakoir, Gazipur, Bangladesh**

*Number one producer of Electronics, Automobiles Electric Appliances and Home appliances products.*



**Assistant Manager-HR**, March 01, 2015 to March 25, 2016

**Senior Principle Officer-HR**, August 05, 2014 to February 28, 2015

Promoted to fulfill a broad range of HR functions, including conducted training needs assessment, Coordinated and facilitated training programs, Developed SRS for Oracle HRIS launching, Developed SOP for HR Department, Developed HR Policies and procedures, launched e-Recruitment portal, conducted succession planning, developed forms for digitalized manual work.

### **Key Results:**

- ❖ Successfully implemented Oracle HRIS and EBS for process automation.
- ❖ Initiated Green HR Management by reducing paperwork 95 percent.
- ❖ Implemented BIT HRM system to ensure 24/7 HR services.
- ❖ Automated full compensation and benefits system including Monthly Salary, Overtime, Night Bill, Festival Bonus, Production Bonus, Profit Sharing etc.
- ❖ Trained 34-member management team on Basic HR Functions, Teamwork Techniques, HRIS usages Labor law and 140 Showroom Sales executive for Employee etiquettes, Sales Techniques, ERP usages.
- ❖ Trained Approximate 950 management employees for Oracle HR Self Service Training and Oracle Inventory Requisition raise training.
- ❖ Handled ERM Audit of German Investment Corporation, IFC- World Bank and ISO Audit on HR Issues.
- ❖ Developed central organogram from Walton Group as a Team Member.
- ❖ Finalize the draft work for KPI for Management & Non-Management employees.

## **J & G CORPORATION LTD. —193/D, Fakirapool, Dhaka, Bangladesh.**

*Leading group of companies doing business in Garment, Garment accessories & Export-Import.*

**Executive-HR & Admin**, July 01, 2011 to July 30, 2014

Recruited to assist in broad range of HR functions including recruitment, employee orientation, training and development, employee engagement, industrial relation, payroll processing and administration.

### **Key Results:**

- ☐ Handled Payroll and Benefits Management of **One Thousand** Employees.
- ☐ Recruited more than **120** non-management Employees and 50 Management Employees.
- ☐ Handled administration issues like Administrative Bill Processing, Liaison with Government Bodies.
- ☐ Assist in Performance Appraisal and KPI Setting.

- ❑ Co-Ordinate all Training and Various Management Meeting.
- ❑ Organized the cultural events and other employee engagement program.

## EDUCATION & CERTIFICATIONS CREDENTIALS

**INSTITUTE OF BUSINESS ADMINISTRATION (IBA), UNIVERSITY OF DHAKA**  
Executive Master of Business Studies (EMBA), Last Semester (Ongoing)

**FACULTY OF BUSINESS STUDIES, UNIVERSITY OF DHAKA, BANGLADESH**  
Master of Business Studies (MBA) in Human Resource Management, 2012

**FACULTY OF BUSINESS STUDIES, UNIVERSITY OF DHAKA, BANGLADESH**  
Bachelor of Business Studies (BBA) in Management, 2011

**Activities:** Worked as lecturer of University Admission Coaching and guide and motivated more than 10,000 students for university admission from 2008 to 2011.



## PROFESSIONAL CERTIFICATIONS & TRAINING

- ❖ Certified NLP Master Practitioner, Sue Knight, India, 2020
- ❖ Diploma in Social Compliance, BIM, 2019
- ❖ Advanced Certificate in Business Administration (ACBA), IBA-DU
- ❖ Advance Certificate for Management Professional (ACMP), IBA-DU
- ❖ Certified Reward Professional (CRP), Aon Hewitt
- ❖ Certified Performance management Expert (CPME), Aon Hewitt
- ❖ Certified NLP Business Practitioner, Sue Knight, India
- ❖ Human Resource Management Competencies (HRMC), IBA-DU.
- ❖ Leadership Certificate in Managerial Communication (LCMC), IBA-DU.
- ❖ Training of Trainers (TOT) by WARD, Bangladesh, 2015
- ❖ Introductory to CMMI for Development, CMMI Institute
- ❖ PMP Exam Preparation Course, DaySpring Limited
- ❖ KPI Master Class, Bdjobs.com

## PROFESSIONAL AFFILIATION

- Aon Hewitt Learning Centre, India
- Dhaka University Human Resource Professional (DUHRP)
- Management Alliance,
- Dhaka University Management Club (DUMC)

## Computer Skills:

- ◆ HRIS Applications (Oracle, Customized Software)
- ◆ MS Office (Word, Excel, PowerPoint, Access, Outlook), Visio, Photoshop.

**Availability:** Available upon Two Months' Notice.

**Personal Details & References:** Available on request

