

## FAISAL JAKARIA

Executive – Human Resources

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Shymoly Housing 02, Mohammadpur, Dhaka – 1207.

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### Summary

Experienced Human Resource personnel with a demonstrated history of working in the FMCG industry. Skilled in HR Operation, Service, Administrative Management, Professional Excel Models & MS office package. Human resource professional with Graduation, Post-Graduation & Post Graduation Diploma focused on Human Resource Management from the top-ranked universities of the country.

### EMPLOYMENT HISTORY

#### 1. Bashundhara Group, Sector – C.

Executive – HR & Admin (February 2022 – Cont.)



##### Responsibilities:

- **Recruitment:** Process man power requisition as per forecasting, Creating & posting Job add, CV sorting, shortlisting, making interview panel, conducting staff & worker lever interview, taking management approval, job offer & onboard.
- **Performance Management:**
  - A. Plan according top management instruction (Time Period, Effective months, highest & lowest financial impact, ETC)
  - B. Creating team for deferent plant, factory & site office.
  - C. Selecting appraisal tool (we do 50 Points in MBO methods & 50 Points in Rating scale methods)
  - D. Collecting appraisal sheet, making summary, auditing for eligibility on deferent criteria for promotion and increment.
  - E. Finalize promoted employee & increment sheet & share with accounts department for payroll impact
- **HR Operation:** Perform day to day HR activity Like employee confirmation, Making deferent kinds of documents, Company Notes including Warning & Show cause letter
- **HRIS:** Look after HRIS for tracking employee attendance, making deferent kind of report for CHRO, Making Weekly & Monthly Manpower summary for HQ, Factory & Field.

#### 2. International Distribution Company Bangladesh Pvt. Ltd.

**Senior Executive – Human Resources** (August 2021 – February 2022)

**Executive - Human Resource.** (August 2019 – July 2021)

**Industry: FMCG**

**Numbers of Employee: 1200+**

**Principal / Brand:**



##### Responsibilities:

1. Assist & Support to development and implementation of smooth HR operation and Policy.
2. Conducting Sales Officer Interview with background check & Salary Negotiation.
3. Coordinating recruitment activities including scheduling interviews, calling candidates, coordination to conduct Interviews, managing correspondence during the recruitment process, and all associated tasks that are required for recruitment.
4. Making & manage employee personnel files and databases for future records.
5. Organizing and managing new employee joining process, orientation, and on-boarding.
6. Maintaining Leave File & System.
7. Administer the creating, processing, and data entry of different office Reports/paper and softcopy of HR documents.
8. Creating Job Description for Unique position.
9. Assisting & Executing in backlog Check employee attendance for payroll
10. Preparing Appointment Letters, Recognition letters, NOC, and various documents.

11. Communicate as a bridge with employee & Insurance company's representative to ensure new employee listing, Claim settlement & other purposes.
12. Assist & initiate arranging corporate events, training, Different program.
13. Coordinate & prepare ad-hock tasks and report on a weekly & monthly basis.

**Achievement:**

1. Successfully lead 3 months' project for implementing HRIS with 2800+ employee data. First-ever in the company with 3 intern under my supervision.
2. Conducted 600+ Sales Officer Interviews with data verification & salary negotiation in Online & face to face.
3. Rollout inauguration & ensure total service of group & life insurance benefit among 150+ employee & their family member.
4. Made 1200+ pending Personal Files within 3 months after joining.

**3. US Bangla Airlines Ltd.**

**Industry: Airlines.**

**Executive, Supply Chain**

November 2018 – January 2019

1. Receiving Demand from the various teams.
2. Sourcing Suppliers & Vendor.
3. Sending RFQ.
4. Negotiation with suppliers.
5. Creating Comparative Statement.
6. Issuing Purchase order.
7. Follow Up about Shipment.



**4. US-Bangla Footwear (Vibrant)**

**Industry: Footwear**

**Executive, Human Resource**

February 2018 – October 2018

1. Assist & Support to development and implementation of smooth HR operation and Policy.
2. Coordinating recruitment activities including scheduling interviews, calling candidates, coordination to conduct Interviews, managing correspondence during the recruitment process, and all associated tasks that are required for recruitment.
3. Monitoring Check Movement Activities of Employees.
4. Creating new material & Stationery Requisition for new employee and current Employee
5. Keeping connection with the administration about office resource
6. Monitoring and Updating attendance sheets on daily basis.
7. Create Employee Personal File for new employee.
8. Making Requisition of PC, Laptop, Modem, Mobile SIM, ID card. Office seal ETC...
9. Maintaining Leave file and update in System.



**PROFESSIONAL CERTIFICATE**

**United International University**

Post-Graduation Diploma in Human Resource Management

Year: 2019

CGPA: 3.22 / 4.00



**ACADEMIC BACKGROUND**

**American International University Bangladesh (AIUB)**

Masters of Business Administration, Major in Human Resource Management

Year: 2021

CGPA: 3.50 / 4.00



**Independent University Bangladesh (IUB)**

Bachelor of Business Administration, Major in Human Resource Management

Year: 2017

CGPA: 2.74 / 4.00



**Shaheen College, Tangail**

Higher Secondary Certificate, in Business Studies Background

Year: 2012

GPA: 4.60 / 5.00

**Police Line Ideal School, Tangail**

Secondary School Certificate, in Business Studies Background

Year: 2010

GPA: 4.75 / 5.00

## PROFESSIONAL TRAINING

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- Training on "**Payroll Management**" By **Khandakar Tamal Ahmed**
- Training on "**Persuasion Skill**" from **Training with Rushdina**.
- Training on "**Business Email Etiquette**" from **Training with Rushdina**.
- Training on "**Work Place Safety**" from "**Thivingskill**"
- Training on "**Leadership Skill**" from, "**Ghoori Learning**"

Skills I have	How I Learnt IT
1. HRM: Recruitment, Operation & Service	1. Through My 3 Academic degrees in HRM & Work Experience.
2. Microsoft Excel & Others Office Package	2. Three Years of extensive use & YouTube Video.
3. Labor Law 2006 & Amendment 2015	3. Completed 2 Courses in Labor Law at my PGDHRM & MBA.

## PERSONAL INFORMATION

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Name: Faisal Jakaria

Father's Name: Md. Fazlul Haque.

Date of Birth: 06-01-1994

Present & Permanent Address: Momtaz Mahal, House: 10, Road: 06, Block: G,  
Shymoly Housing 02, Mohammadpur, Dhaka – 1207.

## REFERENCES

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### Ahmed Raihan Ameen

Manager,  
Human Resource Department  
IDC BD Pvt. Ltd  
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## DECLARATION

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I do hereby declare that the information given above is true of my knowledge.

Sincerely yours,

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Faisal Jakaria