

Saikat Sarker

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Career Objective

To work for a growth oriented company and excel.

Work Experiences

Golden Harvest Group (Corporate Office)



August 2020 – Present

Executive, Human Resources

- Assist in developing HR strategy on rewards aligning with business strategy and business model of all units; ensure right implementation of that strategy.
- Design compensation packages and bonus programs that align with the company's strategic plan
- Lead the salary review process, Prepare, reconcile and deliver the payment of salaries, allowances, reimburse all personal payments, loans and advances, timely and accurately
- Conduct various appropriate HR surveys.
- Be informed about the changes of the tax laws and build understanding of its implications on own job role.
- Prepare the organization's pay structure & policies.
- Prepare & Develop Role Profile

March 2019-July 2020

Senior Officer, Human Resources

September 2018- February 2019

Officer, Human Resources

- Prepare & Maintain Corporate, Factory & Group of Company Payroll System, Salary Expenses Report
- Non-Management Recruitment, Separation & New Employment Record, Maintain HRIS Database on ERP System, Master file database, Monitor daily attendance, absenteeism, leave and prepare / maintain proper report/ documentation and take necessary action deemed to be appropriate, Headcount Reporting
- Assist & coordinate performance appraisal process & ensure appropriate and effective communication, Prepare Employee Productivity Report, Increment & other Bonuses
- Organize Official Events, ID Creation & Issue Advice, TA/DA & Overtime Bill checking
- PF & Retirement Record, Group of Company mobile bill & SIM Management
- Deal with Group Health Insurance (GHI) agreement with vendor and facilitate claim settlement of concerned employees
- Drafting and circulating office notices/orders/Policy files/Holidays as per approval by the authority, Draft all employee related certificates & letters issued from HR
- Reporting of Admin changes of all employees (Appointment / Transfer /Confirmation/ Separation) & any other tasks assigned by Group Head of HR.

Work Experiences

Nestle Bangladesh Limited (Factory)



RAK Ceramics (BD) Limited (Head Office)



Desh-o Mati (E-Magazine News portal)



Education

November 2016- July 2017

HR Trainee

- Medical bill, Event Organize, Labor management, Disciplinary Letter issue, Loan Processing (Personal, Emergency, Computer, PF Loan, PF Withdraw)
- Prepare daily attendance report and monthly HR report. Keep training records of the entire employees.
- Implement, track, monitor and Report calendared specific recognition programs.
- Representing the company at job fairs
- Counsels employees regarding work, family, or personal problems
- Attends conferences and meetings, as employee-management liaison, to facilitate communication between parties

May 2016 – August 2016

Internship (Finance & Accounts)

- SAP-ERP Database
- Help with bank statements reconciliation, as well as accounts payable and receivable
- VAT & Tax check, Communicate with vendors
- Assist the coordinator with month-end financial reports
- File documents

February 2013- December 2015

Editor (Part-Time)

- Read content and correct for errors in spelling, punctuation, and grammar,
- Rewrite copy to make it easier for readers to understand.
- Verify facts using standard reference sources, Work with writers to help their ideas and stories succeed,
- Develop story and content ideas while being mindful of the audience,
- Allocate space for the text, photos, and illustrations that make up a story,
- Approve final versions submitted by staff.

2019 **MBA (HRM)**
CGPA 3.75 out of 4.00

Bangladesh University of Professionals (BUP)

2016 **BBA (Finance)**
CGPA 3.69 out of 4.00

Daffodil International University (DIU)

2012 **HSC (Business Studies)**
GPA 5.00 out of 5.00

Shahid Syed Nazrul Islam College, Mymensingh

2010 **SSC (Business Studies)**
GPA 5.00 out of 5.00

Mukul Niketan High School, Mymensingh

Skills and Achievements



Achievements:

- Talent-Pool Scholarship in Schools Examination
- 4th position in Business Quiz competition, 2015
- Robi & Prothom-alo Award 2010
- S.ALAM Group of Industry Award-2004

Skills:

- Microsoft Office Professional (MS Excel, MS Visio, Word, PowerPoint, MS Access)
- SAP-ERP system
- Professional Word Press
- Photoshop (Adobe, Lightroom)
- Email Communication, Website Developing, Photo & video Editing

Extra-Curricular Activities

- Organizing Dhaka Art Summit -2020 as an Executive Member.
- Student Member & Proactively Participated in the Business Leaders' Carnival.
- Participated in debate competition, Mymensingh - 2009
- Volunteer at Concert For Kombol-2015
- Work for Underprivileged Children (2014- present)
- Volunteer & Senior Member of Blood Donation Club(Donate Blood BD, Prochesta Foundation)
- Volunteer & Senior Member of Food banking Project, Prochesta School Bangladesh (2014-Present)
- Participated in Bangladesh Scouts.
- Senior Member of Kuliarchar student welfare council.
- Freelance Photographer, Script Writer & Director- Social Responsibility related Short Films (Superman, Shades & Identity etc.)
- Member of DIU Finance club, BUP Cultural club, Youth Leadership Club, HR professionals Club, Career Club Etc.

Training

Firefighting, Fire prevention, Rescue & First aid training by Bangladesh Fire Service & Civil Defence Directorate.

Non Academic Qualification

January, 2011- June, 2011

Microsoft Office application

Bangladesh Technical Education Board, Dhaka

GPA 5.00 out of 5.00

**Personal
Information**

Father's Name	Satyen Sarker (Late)
Mother's Name	Sandhye Rani Das
Date of Birth	November 16, 1995
Gender	Male
Marital Status	Married
Nationality	Bangladeshi
National Id No.	19954825403000011
Permanent Address	Kuliarchar Bazaar, kishoreganj

References

Dr. Parimal Kumar Paul	Col Md Shameem Ahsan Jaglul
Assistant Director (Administration)	Dean,FST,BUP
Directorate General of Health Services (DGHS), Mohakhali, Dhaka	Bangladesh University of Professionals (BUP),Mirpur Cantonment, Dhaka
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Relationship- Relative	Relationship- Academic

Thank you for giving me an opportunity to introduce myself.
