

# Md. Moshir Rahman

01723661348, 01558977250

[moshiurrahman.hrp@gmail.com](mailto:moshiurrahman.hrp@gmail.com)

[linkedin.com/in/moshir-rahman-101347/](https://www.linkedin.com/in/moshir-rahman-101347/)

B6, H-160, R-3, Block-A, Bashundhara R/A, Dhaka.



## **CAREER OBJECTIVE**

To proceed as a competent HR professional indulging in manufacturing my creativity, versatility and dynamism to contribute in the organization and grow rapidly with increasing responsibility.

## **WORK EXPERIENCES**

### **1. Jr. Executive - HRM at Sajeeb Group (July, 19 – Present)**

#### **Key Responsible Area (KRA) & Achievement**

##### **Recruitment, Selection & Employer Branding**

1. Conducting overall recruitment and assisting in selection of 10 employee at every month.
2. Conducting recruitment, selection and joining of more than 50 Salesforce at every week.
3. Develop a pool of qualified candidates in advance of need.
4. Liaison with HR Consulting firms, Career & Placement Centers (CPCs)
5. Communicating employer value propositions (EVP) to the potential employees.
6. Facilitating industrial attachment and internship
7. Managing the company's official page on LinkedIn and Facebook.
8. Maintain employee relations, communication and report to the HR manager.

##### **HR Analytics**

1. Database management of Sales Officer
2. Reporting, forecasting, analyzing need of human resource and turnover rate and reason.
3. Region, zone, sales group-wise sales-force recruitment and turnover rate analysis.
5. Conduct exit interviews and analysis reason of leave and solve the problem if possible.

##### **Training & Development**

1. Conducting training of more than 50 Sales Officer & ensuring logistic support for training.
2. Formulating new training module and developing existing training modules
3. Follow up post-training performance of the employees and conducting TNA.
4. Coordination with all department for required training

### **2. Field Training Executive at Samsung Electronics Ltd (Contractual:01.10.18-31.10.18)**

#### **Key Responsible Area (KRA) & Achievement**

1. Implemented Microsoft Dynamics AX ERP software at regional distribution office (RDO).
2. Provided training on Microsoft Dynamics AX ERP to TM, MIS, and DO at different RDO.

## **TRAINING AND CERTIFICATE**

<b>Training and Certificate Title</b>	<b>Institution</b>
■ World-Class HR: 21st Century Talent Management	Udemy
■ HR Analytics – Analytics in Talent Management	Udemy & Jigsaw Academy
■ KPI based Performance Management System (PMS)	BCPS
■ HR Accounting: Concept of Human Capital Management	SIMS Bangladesh
■ Train the Trainer: Public Speaking & Presentation Skills	Don Sumdany Consultancy Firm
■ Stress Management for Effective Performance	PTDCA
■ Word Processing and Spreadsheet Analysis	CSE Discipline, K.U.

## **EDUCATION**

<b>Degree</b>	<b>Subject</b>	<b>Institutions/ University</b>	<b>Results</b>	<b>Passing Year</b>
PGD	HRM	Bangladesh Institute of Management	3.67	2019, December
M. Sc.	Soil Science	Khulna University	3.56	2017, February
B. Sc.	Soil Science	Khulna University	3.26	2014, December
H.S.C.	Science	B. N. School and College, Khulna	3.80	2008
S.S.C.	Science	B. N. School and College, Khulna	4.00	2006

## **COMPUTER PROFICIENCY**

- Microsoft Office (Proficient)      ■ ERP Software (Microsoft Dynamics AX)

## **PROFESSIONAL KNOWLEDGE AND SKILLS**

- ☑ Recruitment and Selection      ☑ KPI and PMS      ☑ Problem Solving Capacity  
☑ Bangladesh Labour Law      ☑ HR Accounting      ☑ Decision Making

## **LANGUAGE PROFICIENCY**

- **Bangla** : Native proficiency      ○ **English** : Professional working proficiency

## **ADDED INFORMATION**

**Publication** : Poultry feather waste management and effects on plant growth by IJROWA

## **PERSONAL DETAILS**

**Father** : Md. Mofizur Rahman      **Marital Status** : Single  
**Mother** : Fatema Begum      **Date of Birth** : 02/11/1991

## **REFERENCES**

<b>Md. Jahidul Islam</b> Manager- HRM Sajeeb Group Email: jahid.hrm@sajeebgroup.com.bd Cell: +8801711763089	<b>Mir Shamsul Alam (CPP, CKPIP)</b> GM - HRM Deshbondhu Group Email: mirshamsul@gmail.com Cell: +8801818254997
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