

Md. Delowar Hossain

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Career Objective:

Wish to develop the career and demonstrate the capabilities through the challenging position and to contribute in an organization where I can integrate my knowledge and skills to add value to that organization and explore my potentials.

Career Summary:

Working at Transcom Beverages Ltd. (PepsiCo) as Human Resources Executive (HR) over 6 years of HR & Admin experiences in Group of companies & MBA graduate in HRM (ULAB), PGD-HRM (BIM), HRMC, IBA (University of Dhaka), BBA (Mkt), LLB (NU).

Special Qualification:

Microsoft Word, MS Excel, MS Power Point, Internet Related work etc.

Employment History:

Total Year of Experience : 6.7 Year(s)

1. Human Resources Executive (January 1, 2020 - Continuing)

Transcom Beverages Limited (PepsiCo.)

Company Location : Gulshan, Dhaka

Department: Human Resources

Duties/Responsibilities:

Resources & Talent Management

Handle new hiring process (recruitment & selection process include manpower requisition, Job advertisement, CV screening, interview, negotiation) coordinate with GM-HR. Remain pool candidates for demand fulfillment.

Prepare appointment letter, transfer letter, offer letter and others approval letter

Manage succession and pipeline planning for sales team and other staff

Circulate advertisement on online job portal and newspaper as well and conducted interview process nationally

Up to date management for the final status of recruitment process

Organization Development:

Process performance appraisal and promotion for sales team on performance appraisal software

Prepare organogram for the department on Power Point

Working on staff movements, recruitment rates, KPIs and talent analysis

Diagnose and analyses individual and team development needs

Working on (Key Result Area) KRA and KPI (Key Performance Indicator)

Development & implement human resources policies and procedures

Coordinate Factory issue and others disciplinary process with consult GM-HR

Managing training in different level especially sales forces,

Employee Relations

Manage 1300+ employees directly and 1000+ employee indirectly in different cluster/categories on regular basis

Maintain good relationship with all the employees

Doing leadership role and advise sales forces accordingly

Proactively resolve performance related matters within sales areas involving GM-HR as appropriate to develop knowledge

Manage all day to day HR operations including employee relations, organizational design and strategic planning, performance acceleration.

Conducting legal procedure as per Bangladesh labor law-2006,

Team Building Through Training

Support and coach sales team in developing and delivering annual performance reviews, performance improvement plans and resolving any performance issues

Training Coordination and assess ROI against Trainings (Pre and post training evaluation)

Work closely with the GM-HR to develop progression opportunities for individuals and coordinate performance management initiatives, Work with the Finance team to ensure all documents are in place for the monthly payroll

Strategy & Strategic Projects

Reduced attrition rate from 25.8% to 17.5% of sales forces (2018 vs 2019). Pre-Sales Representative attrition rate is tremendously reducing.

Take initiative for cost effective manner, Prepare pay structure including variable part so the PSR can drive on their KPIs.

Prepare SOP regarding HR & Administration

Look after 1050+ PSR nationally successfully

Management Information

Analyze and work with the Business Team to identify trends and actions Maintain and update all employee personnel records and e-filing on HRIS

Reward & Benefits

Working with GM-HR on the annual salary review and Performance bonus process for sales personnel

Provide administrative support for monthly payroll process

Perform regular reviews and recommend improvements to our compensation and benefits packages, ensuring we remain fair and competitive

2. Human Resources Officer (May 8, 2017 - December 31, 2019)

Transcom Beverages Ltd (Pepsi.Co)

Company Location : Head office, Gulshan, Dhaka, Bangladesh

Department: HR & Admin

Duties/Responsibilities:

Maintain performance report on HRIS

Conducting employees Performance Appraisal base on job role

Prepare sales forces training module & Conducting training

Providing motivational training to employees

Associate development and human capital plan implementation (talent planning, organization structure development)

Recruitment & selection of sales team

Handling recruitment, starting from vacancy announcement to final interview, selection and Prepare orientation program

Preparing appointment/confirmation/transfer/termination letter according to company policy

Training Need Assessment (TNA) and close gaps, meet exceptions

Preparing employees Job Descriptions (JD)

Achieve competitive advantage by attracting, retaining, and developing the right talent for our business.

3. **Executive (HR & Admin) (December 5, 2015 - May 5, 2017)**

MADINA GROUP

Company Location: Madina Square, Dhanmondi, Dhaka-1205.

Department: Human Resources Department

Duties/Responsibilities:

Arrange regular meeting and provide training report to the management about sustainable business growth.

Assist in developing and implementing human resource plans.

Provide monthly HR report and Budgets.

Conducting Performance related training.

Training Need Assessment (TNA) and close gaps, meet exceptions.

Providing motivational training to employees.

Preparing employees Job Descriptions (JD)

Conducting employees Performance Appraisal base on job role.

Participates job fair and conduct all of the processes

Handling HR related activities like employees motivation, and grievance handling etc. according to labour law in Bangladesh 2006, amendment 2013 Regular measurement reporting, taking proper actions to close gaps.

Preparing appointment/confirmation/transfer/termination letter according to company policy.

4. **Coordinator (HR & Admin) (October 1, 2013 - November 30, 2015)**

Professional Associates Ltd

Company Location: Ring road, Adabor, Dhaka

Department: HR Admin and Business Development

Duties/Responsibilities:

Maintain and update HR related records and documents of all staffs and workers in an efficient, timely, orderly and confidential manner.

Handling recruitment, starting from vacancy announcement to final interview, selection and orientation, ID card, visiting card issue.

Handling attendance & leave for all employees, and ensure Code of Conduct.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
MBA	Human Resource Management	University of Liberal Arts Bangladesh	CGPA: 3.37 out of 4	2016	2 Years	Successfully Completion
Bachelor of Law (LLB)	Law	National University	Second Class	2018	2 Years	Successfully Completion
BBA	Marketing	National University	CGPA: 2.93 out of 4	2010	4 Years	Successfully Completion
PGD-HRM	Human Resource Management	Bangladesh Institute of Management-BIM	CGPA: 3.54 out of 4	2017	1 Year	Successfully completed
HSC	Business Studies	Raipur Rustom Ali Degree College	CGPA: 2.7 out of 5	2006	2 Years	Successfully Completion
SSC	Business Studies	Bamni Adarsho High School	CGPA: 3.13 out of 5	2004	N/A	Successfully Completion

Professional Qualification:

Certification	Institute	Location	From	To
Human Resource Management Competencies (HRMC)	IBA, Dhaka University	Dhaka	March 15, 2019	May 4, 2019

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Performance Management System for 21st Century	Global issues and trends in HR, HR operational strategies, Performance management model and process, Purpose and goals of PMS, PMS and reward philosophy, PMS cycle, Role of managers in PMS, PMS and employees development, PMS rating scale, Measuring behaviors and rewarding results.	BSHRM	Bangladesh	UIU	2017	Daylong session
Current Trend and Career Prospects in HRM	Current Scenarios of Job market. Selection of candidate based on Attitude, Experiences and Educational qualifications	ULAB	Bangladesh	Dhanmondi	2016	A day long sessions

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	Medium	Medium

Personal Details :

Father's Name : Md.Mofazzal Islam
Mother's Name : Ayesha Begum
Date of Birth : November 20, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 19885115811689725
Religion : Islam
Permanent Address : Vill: South Shaicha P.O: Joynal Gonj P.S: Raipur Dist: -3701, Dalal Bazar, Lakshmipur Sadar, Lakshmipur 3701

Reference (s):**Reference: 01**

Name : A K M Atiqur Rahman
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Designation : General Manager-HR & Corporate Affairs
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Reference: 02

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