FAISAL JAKARIA

Executive - Human Resources

Address: Momtaz Mahal, House: 10, Road: 06, Block: G, Shymoly Housing 02, Mohammadpur, Dhaka - 1207.

Cell: +880 1682-095 443

Email: faisaljakaria101@gmail.com

LinkedIn: www.linkedin.com/in/faisaljakaria

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

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.
- Conducting Sales Officer Interview with background check & Salary Negotiation.
- 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.
- Making & manage employee personnel files and databases for future records.
- 5. Organizing and managing new employee joining process, orientation, and on-boarding.
- 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.
- 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.



Industry: Footwear

Executive, Human Resource

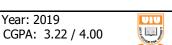
February 2018 – October 2018

- 1. Assist & Support to development and implementation of smooth HR operation and Policy.
- 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
- 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: 2021

Year: 2017

Year: 2010

GPA: 4.75 / 5.00

Vibrant

ACADEMIC BACKGROUND

American International University Bangladesh (AIUB)

Masters of Business Administration, Major in Human Resource Management CGPA: 3.50 / 4.00

Independent University Bangladesh (IUB)

Bachelor of Business Administration, Major in Human Resource Management CGPA: 2.74 / 4.00

Shaheen College, Tangail Year: 2012

Higher Secondary Certificate, in Business Studies Background GPA: 4.60 / 5.00

Police Line Ideal School, Tangail Secondary School Certificate, in Business Studies Background









PROFESSIONAL TRAINING

- 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

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

Ahmed Raihan Ameen

Manager, Human Resource Department IDC BD Pvt. Ltd Cell: 01987-007560 Email: raihan@bd-idc.com

DECLARATION

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

Sincerely yours,

Faisal Jakaria