



Md. Habibullah-Al-Kaiser

HR & Admin Professional | PDGHRM (BIM) | HRMC (IBA, DU)

Career Objective

To be an outstanding HR Professional in any renowned local or multinational organization and grow with increasing responsibilities.

Contact Info

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Professional Qualification

- Human Resource Management
Competencies (HRMC) Year: 2018
IBA, DU
- PGD in HRM Year: 2014
Bangladesh Institute of Management
Duration: 01 Year

Educational Qualification

- LLB Enrolled
Metropolis Ideal Law College
- MBA in HRM
Bangladesh Islami University
3.50 out of 4.00 Year: 2012
- BBA in Finance
Bangladesh Islami University
3.25 out of 4.00 Year: 2011
- HSC in Business Studies
3.70 out of 5.00 Year: 2006
- SSC in Science
3.81 out of 5.00 Year: 2004

Career Summary

Around 7 year experienced Human Resource & Administration professional with having expertise on general HR operations, attendance & leave management, recruitment processes, employment documentation, disciplinary issues and documentation & reporting.

Job Experience

Executive, HR & Admin (April 2016 - Continue)
Bashundhara Group

Core Functions:

- General HR operations
- Recruitment & selection processes
- Attendance & leave management
- Employment information documentation
- HR documentation & correspondence
- Compensation & benefits issues
- Employee logistics & IT support arrangement
- Employee engagement & relations management
- Documentation & reporting

Achievements:

- Strategically developed several HR procedures & processes and increased efficiency
- Developed activities of disciplinary action/ whole inquiry process
- Received awards based on standard performance
- Saved overtime payment and other bills
- Developed HRIS system

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Expertise

- General HR Operations
- Attendance & Leave Management
- Recruitment Processes
- Employment Documentation
- Disciplinary Issues
- Documentation & Reporting

Soft Skills

- Communication
- Decision Making
- Teamwork
- Time Management
- Flexibility
- Negotiation
- Problem Solving

Computer

- MS Word: Excellent
- MS Excel: Proficient
- MS PowerPoint: Adroit

Language

- Bengali: Native
- English: Good Working Knowledge

Personal Info

Father : Md. Rezaul Karim
Mother : Salma Parvin
Date of Birth : 31st December, 1988
Marital Status : Married
Nationality : Bangladeshi
NID : 2695431000614

Previous Job Experience

Executive - HR, Admin & Compliance (Dec 2014 – Jan 2016)
Dekko Group

Training

- Communication Skill by HR Perception
Duration: 01 Day Year: 2021
- Time Management by HR Perception
Duration: 01 Day Year: 2021
- Disciplinary Action, Domestic Enquiry & Amended Labor Laws-
2013 & 2018 by DCCI Business Institute
Duration: 02 Days Year: 2019
- Essential of Occupational Safety & Health by BGMEA
Duration: 01 Day Year: 2015
- Bangladesh Labor Rules-2015 and its Practical Applications by BIP
Duration: 01 Day Year: 2015
- Problem Solving and Decision Making Skills by International
Heritage, LLC, Australia
Duration: 01 Day Year: 2012

Reference

Abdullah-Al-Yousuf
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Bangladesh Islami University
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Declaration

I, Habibullah-Al-Kaiser, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:

Habibullah-Al-Kaiser