

###### Md. Faisal Mahmud

Flat No: E2

Plot No: 2286 - 87

Baunia Pukur Par, Baunia, Turag, Dhaka

Mobile No: 01716430133

E-mail: md.faisal.mahmud@outlook.com

LinkedIn: bd.linkedin.com/in/faisal99/

**Career Objective**

**I am self-motivated efficient and diplomatic human resources professional. To be placed in a dynamic and challenging job where I can utilize my interpersonal skills, creativity and learning experience to develop my career as well as to contribute in the welfare to the organization. I believe my strengths and skills make me a perfect fit for your company.**

**Employment History**

**Total Year of experience: 6+ Years**

**TEAM Group February, 2017 – Present**

**ABC Haritage**

**2&4 Jashimuddin Ave.**

**Sector: 3, Uttara, Dhaka**

**Job Title: Talent Acquisition Lead**

**Key Responsibility:**

* **Design and develop the whole recruitment & selection process.**
* **Provide support to select the right candidate(s) consultation with clients, including assessment methods and selection procedure.**
* **Develop and track measurable facets of the recruiting and hiring process so that the processes are transparent and measurable.**
* **Develop and execute recruiting plans.**
* **Coordinate and implement recruiting initiatives.**
* **Maintain full Recruitment Process Step by step.**
* **Efficiently and effectively fill open positions within the targeted time.**
* **Develop a pool of qualified candidates in advance of need.**
* **To maintain all data records papers in relation to Recruitment & Selection.**
* **Coordinate Annual Performance Appraisal.**
* **Maintain HRIS and Employees personal files.**
* **Develop and conduct new employee orientation program.**
* **Deal with complex disciplinary/grievance and HR issues.**

**WEBisis Media January, 2014 – December, 2014**

**H.no:27, Road: 13**

**Nikunjo-2, Khilkhet, Dhaka**

**Job Title: Executive, HR & Admin**

**Key Responsibility:**

* **Analyzing the requirement of organization.**
* **Recruiting new employee for the company & perform various recruitment steps.**
* **Responsible for Leave, Payroll and Employee personal file management.**
* **Ensuring healthy workplace, meals, hygiene and environment.**
* **Implementing company policy among the staff.**
* **Tracking regular attendance using a proper attendance system.**
* **Motivate and bringing out the best from the employees to achieve company’s goals.**
* **Arranging training, seminar and professional chit-chat for further advancement.**
* **Making new strategies to improve employee performance.**
* **Arrange disbursement of staff salary including preparation of payroll.**
* **Ensure and checking the financial transaction daily basis.**
* **Effective HR Management systems, support & monitoring**

**Legato Service Ltd. May, 2011 – December, 2013**

**31, Garib-e-Nawaz Avenue**

**Sector # 13, Uttara, Dhaka**

**Job Title: Executive, HR & Admin**

**Key Responsibility:**

* **To maintain and develop HR policies.**
* **To ensure timely recruitment of required level.**
* **Keeping and updated Employee Handbook with all relevant details and information.**
* **Ensure a safe & healthy workplace for all staff.**
* **Prepare information and input for the salary budgets.**
* **Coordinate increments and promotions of all staff.**
* **Ensure appropriate communication at all staff levels.**
* **Effective HR Management systems, support & monitoring.**
* **Responsible for Corporate HR function.**

**Personality traits**

* **Remarkable analytical, logical and negotiation skills.**
* **Good Organization & Communication Skill.**
* **Multi-tasking ability.**
* **Able to motivate the people.**

**Skills Summary**

* **Communication:  
  I have high-level writing skills as seen in the print and online training courseware I have developed, and excellent verbal communication skills, including exceptional performance in public speaking and presentations.**
* **Organizational and time-management skills:  
  I have developed a personal time management plan that details daily, weekly and monthly tasks. This has enabled me to priorities tasks and has enabled me to meet my performance indicators in my own job and to ensure that the additional tasks are also completed on time.**
* **Staff relations:  
  I am committed to maintaining good employer-employee relations to maximize productivity in the department. I have developed excellent relationships with all staff working in the department and take time to listen to staff enquiries and complaints, identify their needs and work through any issues that might be concerning them**

**Education**

* **M.B.A. in HRM**

**Asian University of Bangladesh (AUB)**

**Spring 2014- Spring 2016**

* **B.A (Honors) in English**

**Dhaka International University (DIU)**

**CGPA: 3.22out of 4.00**

**Spring 2007- Spring 2011**

* **Higher Secondary Certificate**

**MC College**

**Science, CGPA: 4.10 out of 5**

**Completion year: 2006**

* **Secondary School Certificate**

**Natural gas fertilizer factory School**

**Science, CGPA: 4.56 out of 5**

**Completion year: 2004**

**Personal Qualities**

**Languages:**

**Name Proficiency**

* **Bengali………………………………….……………………………..Fluent**
* **English………………………………….………………………………Fluent**
* **Hindi…………………………………….………………………………Fluent**

**Interests:**

* **Reading books**
* **Traveling**
* **Listening to music**
* **Watching movie**
* **PC games, Social Media**
* **Cricket , Soccer**

**Computer Skills**

* **Microsoft Word**
* **Microsoft Excel**
* **Microsoft Power Point**
* **Microsoft Outlook**
* **E-mail & communication**
* **Windows 10, XP, 7, Vista**
* **Different Types of Software**

**Personal Information**

**Father’s Name: Md. Murad Hossain**

**Mother’s Name: Quamrun Nahar**

**Permanent Address: CO-Md. Motiur Rahman**

**Vill: Mohishah Para, Post: Mollikpur**

**Thana: Lohagora, Norail**

**Marital Status: Single**

**Sex Male**

**Date of Birth: 28th December 1988**

**Religion: Islam**

**Nationality: Bangladeshi**

**National ID Card No: 5549390473**

**References**

**Jesmin Sultana Dr. SoaibZibran**

**Asst. professor, History Asst. professor, Bangla**

**Bangabandhu Sheikh Mujib College Bangladesh Open University**

**Dhaka Bordbazar,**

**Address: 4/A, House: 1, Road: 5 Address: 4/A, House: 1, Road: 5**

**Sector: 11, Uttara, Dhaka Sector: 11, Uttara, Dhaka**

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**Md. Faisal Mahmud**