



SAMMIR SADULLAH

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EDUCATION

Stamford University Bangladesh	2007-2011
BBA in Finance, GPA-3.39/4	Dhaka, Bangladesh
Bangladesh Rifles College	2004-2006
HSC in Business Studies, GPA- 3.40/5	Dhaka, Bangladesh
Bangladesh Rifles School	2002-2004
SSC in Business Studies, GPA- 3.38/5	Dhaka, Bangladesh

EXPERIENCE

Senior Executive-HR, Acme AI Ltd.	Jan 2023- Present Mirpur DOHS, Dhaka
<ul style="list-style-type: none">• In Acme AI I used AI software Chatbots to provide self-service support to employees, such as answering questions about benefits, payroll, and company policies.• Implementing training and development programs focused on AI skills, such as machine learning, natural language processing, and computer vision, to enhance the capabilities of employees and foster innovation.• Implementing HR practices to support AI projects and initiatives, such as flexible talent deployment, rapid hiring processes, and adapting HR policies to the fast-paced nature of Acme AI development.• Successfully implemented compliance certifications in favor of the organization such as, (HIPAA, GDPR and ISO 9001,27001).• Successfully provided ISO and GDPR training to 40 employees of Acme AI.• Before my recruitment migration rate of the company was 15 percent in a month but after my recruitment the migration rate is 5 percent.	
HR Operational Manager , Jashim Group	Oct 2021- Mar 2022 Banani, Dhaka
<ul style="list-style-type: none">• Developed and implemented an onboarding program that ensures new employees quickly assimilate into the organization, resulting in increased employee engagement and retention.• Successfully leading the implementation of a new HR information system (HRIS) or other HR technology solutions, resulting in improved data accuracy, streamlined processes, and enhanced reporting capabilities.• Implementing improvements to the performance management process, including goal setting, feedback mechanisms, and development planning, resulting in a more transparent and effective performance evaluation system.	

- Established metrics and analytics frameworks to measure HR key performance indicators (KPIs), providing data-driven insights to support decision-making and strategic HR initiatives.

HR Manager, Northern International Medical College Hospital

Mar 2020- Oct 2021

Dhanmondi, Dhaka

- Developed the first HR people implementing effective recruitment strategies to attract top talent in Northern International Medical College Hospital , resulting in the successful hiring of qualified healthcare professionals and reducing turnover rates.
- Ensured compliance with healthcare regulations, accreditation standards, and employment laws, and implementing policies and procedures that promote a safe and inclusive work environment.
- Established performance management systems that align employee goals with organizational objectives, conducting performance evaluations, and identifying high-potential employees for succession planning and career advancement.
- Conducted workforce analysis to determine staffing needs, optimizing staff-to-patient ratios, and developing staffing plans to ensure adequate coverage and efficient operations.
- Overseeing compensation and benefits programs tailored to in Northern International Medical College Hospital, ensuring competitive and equitable pay practices, and providing valuable benefits to attract and retain talent.

HR Operations Executive, ZXY International

Feb 2014- Aug- 2019

North Badda, Dhaka

- In ZXY international before my recruitment the expatriate's employees was 25. After my recruitment, I recruited 20 expatriate's employees in 3 months period by media channel like LinkedIn etc. Most of the expatriates national was British, South African and German.
- After my joining in ZXY I am able to reduce employee turnover by 9% by addressing the root causes of employee turnover, such as a lack of opportunities for advancement and a poor work-life balance.
- After my joining in ZXY I able to increase employee engagement by 20% by creating a new employee resource group that gave employees a voice in the company's diversity and inclusion initiatives.
- After my joining in ZXY I implements a new performance management system that focused on setting clear goals and providing regular feedback to top management regarding employee performance.
- Successfully recruited and hired expatriate candidates with the right skills, experience, and cultural fit for international assignments, meeting the organization's talent needs and ensuring a smooth transition.
- Oversaw administrative tasks for expat mobility and stay inclusive of residence management, travel and transportation, and logistics.
- Ensured the compliance with immigration laws and regulations, providing expert guidance and support to expatriates regarding visa applications, work permits, and residency requirements, minimizing legal risks and delays.
- Facilitated knowledge transfer between expatriate employees and local teams, ensuring the transfer of skills, expertise, and organizational knowledge, while identifying and developing potential successors.
- Successfully leading the implementation of a new HR information system (HRIS) or other HR technology solutions, resulting in improved data accuracy, streamlined processes, and enhanced reporting capabilities.

Executive, Ahmed Mashuque & Co.

Feb 2012- Feb 2014

Patan, Dhaka

- Implemented efficient systems and processes for administrative tasks, such as document management, scheduling, and record-keeping, resulting in improved productivity and reduced turnaround time.
- Successfully managed relationships with external vendors and suppliers, negotiating favorable contracts and terms, and ensuring timely delivery of goods and services while maintaining quality standards
- Managed travel arrangements for executives or employees, coordinating flights, accommodations, and transportation, and ensuring a seamless travel experience.
- Developed and implemented administrative policies and procedures, ensuring compliance with company guidelines, industry regulations, and legal requirements.

CERTIFICATIONS & SKILLS

- Business Communication, BASIS, 2018
- HIPAA, GDPR, ISO (9001,27001), ACE International, 2023.
- Computer Skills- Competency in Excel & Word, Financial Modeling, PowerPoint, Access, Latex, SAS & Windows.
- Languages- Fluent- English & Native- Bangla.
- Activities- Travelling, Watching Sports & Playing Video Games.

REFERENCES

Major General (Retd). Sheikh Monirul Islam

Chief Operating Officer External Corporate Affairs
of Bkash
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Professor Md. Shahidullah (Retd).

Ex Pro Vice Chancellor, BSMMU
Chairman Bangladesh Shishu Hospital
Mob No- +8801713003110