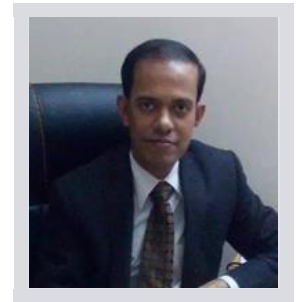




MD. RAZIB HOSSAIN

Address: C/O- Amina Khatun, House#37, (5th Floor) Block#K, South Banasree, Eastern Project, -1219., Khilgaon, Dhaka
Primary Mobile No: 01726613434
Secondary Mobile No :01709991210
Primary Email : razibhr2@gmail.com



Career Objective:

To pursue a challenging career in a dynamic organization where opportunities for career development are available.

Career Summary:

Highly Motivated to Take Career to New Heights with MBA major in HRM Gathering Corporate & Factory HR Experiences in Different Local & Multinational Organizations Among this Field Including Excellent Computer Driving Skills as well as Fluent in Written & Spoken English.

Special Qualification:

1. PGDHRM from B I M Session 2012 Result GPA 3.50 Out of Scale 4.0.
2. Post Graduate Diploma Information Technology from Khulna University. I have experience in working with Power Point, Excel Worksheet, handle HRIS Software, DBMS, and English. & Bangla type.

Employment History:

Total Year of Experience : 16.2 Years

1. Manager HR & Talent Management (5.8 years)

(December, 2017 - Continuing)

Elson Consumer Products Limited

Rubaiyat Tower, Housset#15, Road#24, Gulshan-2, Dhaka-1212

Area of Expertise

HR, Talent Management (3.1 Years), Human Resources (2.1 Years)

Duties/Responsibilities

Manage the design, implementation and compensation programs and policies and conduct job evaluations on new and existing positions.

Ensure effective strategic manpower planning by maintaining a strategic talent acquisition and talent management process and ensure effective execution of succession plan at the company end.

Coordinate with hiring authority to identify staffing needs

Determine selection criteria

Source potential candidates through online channels (e.g. social platforms and professional networks)

Plan interview and selection procedures, including screening calls, assessments and in-person interviews

Assess candidate information, including resumes and contact details, using our Applicant Tracking System
Design job descriptions and interview questions that reflect each position's requirements

Lead employer branding initiatives

Organize and attend job fairs and recruitment events

Forecast quarterly and annual hiring needs by department

Foster long-term relationships with past applicants and potential candidates

Manage the design, implementation and administration of innovative compensation programs and policies and conduct job evaluations on new and existing positions.

Maintain Companies Policies, COC, HRM Planning, Rules & Regulation. To design & implement KPI, KRI, KPA & routine follow up. Maintain Manpower Organizational Chart, Manpower Hiring Standard, Manpower Budgeting,

Maintains the work structure by updating job requirements and job descriptions for all staffs. Prepare annual performance appraisal and annual increment sheet for all staff of the company as per the guideline on Performance Management System. Execute operational strategy for HR & Admin department based on the vision and evolving strategic Maintaining Database and Personal Files, initiatives business plan.

Implement employee performance management system (PMS) & performance appraisal process on daily, weekly, monthly, quarterly, and yearly. Resolve disputes among employees, local political personnel, law enforcing and Govt. authorities by arranging counseling issues within compliance parameters. Coordinate training programs and analyze TNA among employees with the collaboration of the departmental head.

2. **Asst. Manager HR & Admin (2.2 years)**

(September, 2015 - November, 2017)

Pretty Group

Ashulia, Saver.

Area of Expertise

Human Resources (2.1 Years)

Duties/Responsibilities

Responsible for all human resource activities to include employment, compensation, benefits.

Assist executing various human resources plans and procedures for the company.

Identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments. * To handle local & foreign training institutions, Personnel Development organizations to arrange & execute external & internal Training's for the employees.

Prepare yearly Training Needs Assessment (TNA) reports.

Evaluating training and development programmed

Manage attendance & leave for all employees at the unit.

Prepare workforce MIS as required for all employees at the unit.

Resolves queries of employees related to HR & IR polices & Procedure.

Drive annual performance management process as guided by corporate HR.

Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.

Conduct recruitment & selection activities and ensure right numbers of talents are recruited at the right time for the right place.

Design and conduct new employee orientations.

Prepare and maintain company salary structure, job documentation, and job evaluation systems.

Manpower planning, recruitment, selection, placement, orientation, performance management, succession planning, policies and strategies.

Handle different types of Disciplinary Procedure and Employee Grievances.

To handle different types of Administrative work.

Monitor daily attendance and ensure proper maintenance/ update leave record.

To maintain company all Transport and Canteen facility.

Independently Conducting Audit in concern and Suppliers on regular basis on Social Compliance,

Communicates and coordinates various audit body (SEDEX, BSCI, WRAP, ACCORD, ALLIANCE etc.) by providing supportive documents

3. **Sr. Executive HR & Administration (5.6 years)**

(June, 2010 - August, 2015)

The Metal (Pvt.) Ltd. (Metal Group)

Gulshan-2, Dhaka-1212

Area of Expertise

Human Resources (5.5 Years)

Duties/Responsibilities

To handle local & foreign training institutions, Personnel Development organizations to arrange & execute external & internal Training's for the employees.

Maintain all personal files and carry out monthly cross Check.

Float confirmation paper (intermediate appraisal report) to employee's superior officer, one month prior to the confirmation report.

Carry out manpower planning to forecast future demand and supply.

Maintain close liaison with accounts branch regarding salary, compensation and wages of employees.

Prepare and update leave state, yearly increment, salary adjustment and individual salary statement.

Coordinate and conduct all training activities and maintain contact with all external training institutions and agencies in relation to all employees.

Deal with labor office and labor law related affairs.

Coordination with the administration, accounts and production departments in relation to HR activities.

Formulate and maintain HR related policy, Exit policy, Company secrecy policy and Quality policy.

Maintain register separately for leave, new employees, insurance, maternity, inter-transfer, show cause, warning and discharge.

Any special assignment provided by the management.

Manpower planning, recruitment, selection, placement, orientation, performance management, career planning, succession planning, formulation of policies and strategies.

Job satisfaction survey, employee turnover study, employee relations etc.

Preparing appointment/ confirmation/ transfer/ posting/ show-cause/ inquiry/ termination/ dismiss letter/notice.

Handle Vehicle Management.

Training needs assessment and arranges training,

Prepare yearly Training Needs Assessment (TNA) reports.

To maintain all Recruitment/Selection process.

4. **Executive HR (2.4 Years)**

(July, 2007 - November, 2009)

Rangs Pharmaceuticals Ltd.(Rangs Group)

Dhaka

Area of Expertise

Human Resources (3.3 Years)

Duties/Responsibilities

Analyze of Employee Performance Appraisal,

To Prepare Training Plan & Schedule by analyzing Training Need Assessment (TNA).

Analyze of Daily call report, Overtime,

Maintain employee attendance & leave management system,

Maintaining the personal file of employees with proper documents.

To prepare final settlement sheet of separation employees.

Issuing the photo ID Card for every employee in coordination with Administration and maintaining issue register properly.
 Preparing monthly attendance sheet all officers & staff.
 Maintain HRIS Database Management & Payroll Software.
 Handle different types of Internal & External audit.
 Maintain different types of register.
 Preparing official all correspondence letter, circular, memos, note etc.
 Develop leave, recruitment and other HR policies.
 Update monthly manpower database, and different types of Administrative work.
 Handle Disciplinary Actions & address Employee Grievances.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Passing Year	Duration	Achievement
Master of Business Administration (MBA)	Human Resource Management	Northern University Bangladesh	CGPA:3.76 out of 4	2009	2007-2009	First in Class
Post Graduate Diploma in Human Resource Management	Human Resource Management	Bangladesh Institute of Management (BIM)	CGPA:3.5 out of 4	2013	1 Year	1st Class

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Professional Certificate of Human Resource Operation (PCHRO)	HR Business Partner, Modern Concept & Practices of HRM, HR analytics, Talent Acquisition, Job Analysis, Employee Separation & Final Settlement Designing Performance centric Incentive Structure, ROI of HR, KPI based Performance Management System, HRIS, HR Automation Structure	World Academy for Research and Development	Jointly organized by Singapore & Bangladesh	Dhaka	2021	6 Months
Certification Course on Practical HR Operation	Strategic Role, Job Analysis, Recruitment & Selection, Performance Management, Training & Development, Compensation & Benefit Management, Employee Separation & basic about Labor Law, HR Metrics and Reporting Modalities	bdjobs Training	Bangladesh	BDBL Building Karwan Bazar, Dhaka-1215	2018	7 Days
Labour Law 2006 with Amendment 2013		Institute of Professional Development Program	Bangladesh	Banani, Dhaka	2015	1 Day Program
Management Skills for Administrative & HR Professional	Office Management & Administrative all issues.	BD Jobs Training	Bangladesh	BDBL Building, 12 Karwan Bazaar Dhaka - 1215	2015	2 Days Program.

Human Resource Management & Organizational Behaviour	HR activities	Metal Group	Bangladesh	Dhaka	2010	2 Days
Basic Communication Skill Development	Communication Skill Development	Rangs Pharmaceuticals Ltd. (Rangs Group)	Bangladesh	Dhaka	2007	01 (one) day

Professional Qualification:

Certification	Institute	Location	From	To
Master Of Professional Human Resource Management	Dhaka University	Dhaka	December 1, 2018	December 1, 2020
Post Graduate Diploma in Human Resource Management	Bangladesh Institute of Management (BIM)	4, Sobhanbag, MirpurRoad, Dhanmondi, Dhaka-1207.	November 1, 2011	December 31, 2012
Post Graduate Diploma in Information Technology	Khulna University	Khulna University, Khulna.	January 1, 2003	September 30, 2004

Career and Application Information:

Looking For	: Mid-Level Job
Available For	: Full Time
Present Salary	: Tk. 50000
Expected Salary	: Tk. 55000
Preferred Job Category	: HR/Org. Development
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: Australia, Canada, China, Denmark, Germany, Saudi Arabia
Preferred Organization Types	: Banks, Leasing, Telecommunication, Manufacturing (FMCG), Training Institutes, NGO, Multinational Companies, Public Relation Companies, Embassies/Foreign Consulate, Garments, Pharmaceutical/Medicine Companies, Manpower Recruitment

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Recruitment & Selection • Administration • General HR • Human Resource Management • Human Resources & Development

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	Medium	High
Bangla	High	High	High

Personal Details :

Father's Name	: Md. Mosharraf Hossain
Mother's Name	: Rehana Hossain

Date of Birth : March 2, 1979
Gender : Male
Height (Meter) : 0
Weight (Kg) : 0
Marital Status : Married
Nationality : Bangladeshis
National Id No. : 19794798515240831
Religion : Islam
Permanent Address : 5, Shib Bari Pal para, Road, Khulna-9000., Khulna G.P.O, Khulna Sadar, Khulna 9000
Current Location : Dhaka

Reference (s):

Reference: 01

Name : M. A. Hye Talukder
Organization : Ministry of Planning
Designation : Joint Chif, Programming Division, Project Director
Address : Ministry of Planning
Phone (Off.) : 8117871
Phone (Res.) : 9351348
Mobile : 01713036293
E-Mail : abdulhye1954@yahoo.com
Relation : Others

Reference: 02

Humayun Kabir (FCA)
R & R Holdings Ltd. (Concerns of Sikder Group)
Financial Controller
242, Tejgaon Industrial Area (2nd Floor), Dhaka-1208, Bangladesh.
02-8825469, 9860783
01819259013
humayun@rnrholdings.com
Professional