

Md. Shafikul Islam

Road-02, House-181(1st floor),

New DOHS Mohakhali, Dhaka.

Phone: +880-2-8835071(H), +88 – 01719-126365

E-mail: shafikul.amin@gmail.com

LinkedIn: <https://bd.linkedin.com/pub/md-shafikul-islam/35/688/914>



Career Objective:

Any suitable post for your company, where I can use my experience potentiality to develop the company as well as my career. A bright career in any sector where I will have the scope to utilize my potential, adaptability and skills to do something innovative and opportunity for long-term career growth and advancement. Also to find a challenging opportunity in a highly motivated environment that will help me to participate in achieving **Organization's goal**.

Computer Skills:

I have completed some courses on computer, which were the part of my B.Sc. honors syllabus.

Operating system : **Windows 98, Windows xp.**

Programming Language : **C, Turbo C/C++, FORTRAN-77**

Package : **MS-Office, SPSS, S-Plus, Maple V.**

Others : **Internet Browsing, E-mail, Trouble Shooting, Wireless Basics, Ethernet Basics, etc.**

Working Experience:

Astra Biopharmaceuticals Ltd:

Designation : Manager, HR& Admin.

Duration : September 2016 to May 2019.

Previous Post Status : Assistant Manager - HR & Admin.

Duration : November 2013 to September 2016

Responsibility& Area of Work:

1. Developing HR Strategies, Policies and Procedures including Recruitment and Selection, Performance Management System, Job Analysis and Job Evaluation, and development of Employee Benefit Scheme.
2. Responsible for ensuring timely recruitment of employees as per the organization's requirement.
3. Responsible to make the new employees aware about the policy of the organization through orientation.
4. Designing & Organizing need based training program.
5. Developing recruitment policy including transfer, up gradation and promotion.
6. Developing and execute personal loan, car loan and motorcycle loan policy
7. Developing and establishing leave and attendance policy
8. Responsible to prepare new policy and revise old policy as and when required.
9. Responsible for maintaining Industrial Harmony/IR environment by effective liaison with Govt. Officials. Such as Environment office, Labuor office, Fire service office
10. Ensure adherence to all Labour Law and Rules.
11. Maintain cordial relation with Government Officials.

12. Maintain records and upkeep of company vehicles
13. Overall administration related activities of company
14. Hotel booking, ticketing
15. Visa and work permit processing
16. Liaison with Government agencies.
17. Overall responsible for payroll management.
18. Responsible for the office vehicle management.
19. Responsible for Legal, Market Survey and Audit (Depot) Department.
20. Responsible for all sales related analytical calculation.
21. Responsible for Filed Force administration.
22. Responsible for supervising IT and up-gradation of ERP(Oracle & C Sharp-programming language) software.
23. Maintain company Asset and inventory record.

Employee Recruitment and Personnel related Activities:

1. Processing of advertisement arrangement as per company policy.
2. Arrange written test, interview, evaluation of applicant and final selection through selection board.
3. Processing of appointment letter for newly selected employee as per company policy.
4. Arrange necessary training for newly employees.
5. Provide to job description for new employee.
6. Arrange posting for newly selected employee.
7. Individual file generate for new employee with necessary documents as per company requirements.
8. Support works with **Managing Director** in evaluating of employee through evaluation processes after completion of probationary period.
9. Support works with the **Managing Director** in performing the annual appraisal for increment, promotion as per organization policy.

Company Payroll activities:

1. Preparation of monthly salary statement for all managers, officers, employees and disbursement of monthly salary through various banks.
2. Preparation of monthly filed force expense payment statement and disbursement through various banks.
3. Responsibility for the preparation of casual employee's monthly wages payment statement and make necessary arrangement for payment.
4. Responsible for the preparation of monthly over time payment statement for the employee and continue disbursement through various bank.
5. Preparation of monthly holiday and extended hour work allowance payment statement according to the direction of the management and make necessary arrangement for disbursement.
6. Preparation and distribution of salary, expenses, overtime, holiday and extended hour work allowance advice among all personnel.
7. Preparation of monthly mobile bill for all corporate mobile according to the company police and make necessary arrangement for payment.

8. Market survey for the existing employee

Activities for Outgoing Employee:

1. Accept resignation letter of outgoing employee; collect all kinds of company materials/ assets which was under his/her responsibility during the job period.
2. Start an enquiry process at the time of departure to find out the current situation with the outgoing employee.
3. Finally settlement of the outgoing employee.
4. Credit Recovery for all staff, look after team member(Legal Adviser) and handle CMM court Dhaka. All outstanding recovery by Field visit.

Sharif Pharmaceuticals Ltd:

Last Post Status : Senior Executive- HR & Admin.

Duration : January 2013 to November 2013

Previous post status : Executive- HR & Admin.

Duration : March 2011 to December 2012

ACI Logistics:

Post Status : Jr. Executive, HR& Admin

Duration : February 2009 to March 2011.

Educational Qualification:

Name of exam.	Class/ Division	Field to Specialization	Board/ University	Year of Passing	Name of Institute
LL. B	Running	Law	National University	2018	Badda Alatumnessa Law College, Dhaka, Bangladesh 'LL. B
PGDHRM	Pass	HRM	Dhaka	2012	Bangladesh Institute of Management (BIM)
M. Sc	Second	Statistics	Rajshahi	2006	Rajshahi University
B.Sc (Hon's)	Second	Statistics	Rajshahi	2005	Rajshahi University
H.S.C	First	Science	Rajshahi	2001	Shahid Nurul Hossain College
S.S.C	First	Science	Rajshahi	1999	Kashinathpur A.Latif High School

Personal Information:

Full Name : **Md. Shafikul Islam**
Father's Name : **Late Abu Bakkar Siddique**
Mother's Name : **Most. Sufia Begum**
Date of Birth : **18 February 1984**
Marital Status : **Married**
Place of Birth : **Pabna**
Height : **5'10"**
Blood group : **B (Positive)**
Gender : **Male**
Contact no. : **01916122411**
Nationality : **Bangladeshi (By birth)**
Hobby : **Friendship**
National ID : **7617260509813**

Present Address:

Road-02, House-181(1st floor),
New DOHS Mohakhali, Dhaka.
Phone: +880-2-8835071(H).

Permanent Address:

Village : Shatiacola,
By the south side of Bangol meat processing mill.
Post office : Kashinathpur
Thana : Santhia
District : Pabna-6682

Extra Curricular Activities:

I am a Guest Teacher of Bangladesh Institute of Management (BIM, Sobhanbag, Mirpur, Dhaka). As an Executive Member of Pharma HR Professionals of Bangladesh. Completed the International fire service training on all factory and employee related safety management.

Language Skills

: Excellent communication skill in **Bengali & English** (Reading, Writing & Speaking).

REFERENCE:

Dr. Syed Sayem Uddin Ahmed, MBA, Ph.D (USA)

Executive Director

Anontex Group

Uttara, Dhaka.

Mobile : +880 1711556116

Email: dr.sayem1964@gmail.com

Md. Munirul Islam

General Manager, HR

ARISTOPHARMA LTD.

Mob.: 01713-329690

Email: munirulf412@yahoo.com

Signature:

Date:.....

.....

Md. Shafikul Islam