

Nur Mohammad Arif

Human Resources Professional

 Mirpur, Dhaka, Bangladesh

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Highly dependable and organized HR professional looking for an managerial position. Offering 8+ years of hands-on experience in providing high-quality managerial support and excellent internal /external coordination.

Work History

2023-02 - Current

People & Culture Manager

PFEC Global, Dhaka

- Displayed friendly, outgoing, and energetic behavior to create warm, fun atmosphere for employees
- Facilitated onboarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skillset.
- Coordinated employment offers with management and extended offers to selected candidates.
- Orchestrated strategic recruitment approaches to engage talented and highly qualified candidates.
- Developed recruiting strategies to identify qualified candidates and build network.
- Placed advertisements, evaluated applicant credentials, conducted initial interviews and pre-screening assessments.

2022-11 - Current

Consultant & Researcher (Part-time)

FutureLeaders, Dhaka

- Collaborating with teams to define, strategize and implement training & development strategies for clients.
- Organizing and analyzing primary and secondary research to understand industry, market and learning industry trends.
- Coordinating lead consultant in different training events as a co-facilitator.

2020-04 - 2022-10

Manager, HR & Administration

Tekarsh Bangladesh Limited, Dhaka

- Ensuring excellent HR services through organized HR operations
- End to end recruitment activities for all positions
- Managing leave, yearly review, payroll and other benefits

- Teaming up with other managers for employee learning and development to improve performance
- Looking after all HR operational issues.
- Planning and organizing engagement events, such as - Monthly coordination meeting, Training programs, office parties, employee nights etc.
- Developing various policies and SOPs.
- Leading the HRIS implementation project.
- Other administrative supports - Office utilities, support staffs duty management, new office setup, supervising purchases etc.

2017-06 - 2020-03

Assistant Manager, Human Resources

Novoair Limited, Dhaka

- Recruitment, selection, and onboarding new talents.
- Policy/process revision/development and implementation.
- Managing Legal issues.
- HRIS management and implementation.
- Performance management.
- Arranging employee engagement events.
- Conducting TNA and arranging Training for employees.
- HR Operational activities – Payroll, HR Services, issuing various documents.

2016-02 - 2017-06

Executive, Human Resources

Max Infrastructure Limited, Dhaka

- Assisting in the manpower planning, recruitment, and selection process
- Looking after the payroll process of all project offices.
- Drafting all HR related documents, policies, and procedures.
- Managing employee transfer, separation issues.
- Assisting Manager-HR in performance management programs.
- Maintaining a database of more than 3,000 employees.
- Other HR operational & HR services.

2014-01 - 2016-01

Executive, Human Resources

Dhaka Tribune, Dhaka

- Leave management.
- HRIS Implementation.
- Assisting in the recruitment process.
- Managing final settlement.
- Organizing employee engagement events.
- Employee database and record keeping.



Accomplishments

- Preparing a detailed and verified employee database of more than 2,000 people in different locations of the country at Max Infrastructure Limited.
- Successfully hired full manpower setup for all ALDLP Project (Valuation - approximately 3,500 crore) & Dhaleshwari Bridge 1&2 (Valuation - approximately 300 crore).

- Successfully managed 3 major legal cases at Novoir Limited.
- Introduced employee free/rebated airline ticket policy at Novoir.
- Planned and organized all operations, SOPs at Tekarsh.
- Drafted the whole HR manual at Teakrsh.
- Generated and executed the team restructure idea at Tekarsh which resulted high performance and good retention.
- Arranged many successful employee engagement events throughout the career.



Skills

Policies and procedures
 Learning & development
 Contract Management
 Recruitment, selection & employer branding
 Verbal and written communication
 Problem solving & decision making



Education

- 2013-01 - 2014-12** **MBA: Marketing & Human Resources Management**
North South University - Dhaka, Bangladesh
- 2008-05 - 2012-09** **BBA: Accounting-Finance & HRM (Dual Major)**
American International University-Bangladesh - Dhaka, Bangladesh
- 2006-01 - 2007-12** **HSC: Science**
Government Science College - Dhaka, Bangladesh
- 2005-01 - 2005-12** **SSC: Science**
Sher-E-Bangla Nagar Govt. Boys' High School - Dhaka, Bangladesh



Training Summary

2023 - Coaching & developing employees
 2022- How to train your brain for happiness
 2022- Boosting Your Confidence, Public Speaking and Performance
 2022 - HR as a Business Partner
 2022 - Human Resources - Building Performance Management Systems
 2022- Train the Trainer
 2021 - First Time Manager: Transition into Management and Developing as Effective Team Member
 2018 - Performance Management Systems
 2018 - Soft Skill Training by Shahriar Abdul Karim (India)
 2018 - Data Analysis with MS-Excel by Sami Huq
 2017 - Training on 'How to handle disciplinary proceedings as per Labor Law'

2017 - Training on Bangladesh Labor Act 2006 and Labor Rules 2015 (BIM)
2015 - Training on Fundamentals of HRIS
2010 - Leadership & Team Building Training by Quazi M Ahmed



Software

MS Office Applications

G-Suite Applications

Team performance supervising with Trello

Communication Applications (Zoom, Meet, Whatsapp, MatterMost etc.)

OS: Windows, Linux Mint



Languages

Bengali (Native)

English (Professional)

Hindi (Speaking & Understanding)



Hobbies & Interest

- Painting (Acrylic)
- Fish keeping
- Writing
- Organizing events



Voluntary Activities

Founding Member & General Secretary of AIUB Shomoy Club (Social Welfare Club) from 2009 to 2010

Mentor and contributor at 'Sishuder Jonno Amra'



Additional Information

Married & blessed with a daughter | DOB: July 23, 1990

Blood Group: AB+ | Muslim | Bangladeshi



Reference

Mohammed Morshedul Quader Khalili

Head of Money Laundering & Terrorist Financing Prevention & Operational Risk Management

The City Bank Limited

Contact: 01713 116 242

Relation: Relative

Captain Ahmad Saifullah

Director, Flight Operations (ATR 72-500)

NOVOAIR Limited

Contact: 01711 162 838

Relation: Professional

