



Md. Sajjad Hossain Sezan

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PROFESSIONAL ACHIEVEMENTS

- Achieved Best Performance Award as a Recruiter at Walton.
- Successfully conducted 200+ batches for different positions.
- Total hire and offer acceptance ratio 98% in different positions.
- Sourced 200+ candidates for around 89 national job openings in different officer to top-level positions.
- Rolled out "Thrive in Three" Internship program for fresh graduates at Walton
- Developed recruitment dashboard for a clear and bird's eye view.

KEY COMPETENCIES

- End to end recruitment from blue collar to top management level.
- Proven record of bulk hiring.
- Effective negotiation with potential candidates.
- Ability to source top notch candidates.
- Excellent communication both in verbal and written.
- Meet all the deadlines through proper project management.

PERSONAL TRAITS

- Patience in any difficult situation.
- Passionate about HR practices.
- Energetic and self-motivated to grow within the HR industry.

ABOUT ME

An energetic, determined and success-hungry individual. The dream is huge, and the determination is equally boundless. Ambitious to become one of the top HR personnel in the country. Working under intense pressure is the superpower, wasting time for perfection is a weakness.

WORK EXPERIENCE

03 Oct 2021 – CURRENT – Dhaka, Bangladesh

Sr. Assistant Director-Talent Acquisition (HRM)

Walton Hi-Tech Industries PLC.



Responsibilities:

- Utilize various sourcing methods, including job boards, social media, networking, and employee referrals, to attract a diverse pool of candidates.
- Review resumes and applications, conduct preliminary screenings, and engage in proactive candidate outreach.
- Conduct structured interviews to assess candidates' skills and experience.
- Collaborate with hiring managers to develop interview questions.
- Administer relevant skills assessments, tests, and assignments as needed.
- Build relationships with candidates, maintaining regular communication to ensure a positive candidate experience.
- Collaborate with hiring managers and HR teams to understand staffing needs and refine job descriptions.
- Coordinate and schedule interviews, follow up with candidates and internal stakeholders, and ensure timely feedback.
- Maintain accurate and up-to-date candidate records in the applicant tracking system (ATS).
- Provide insights and recommendations to enhance the organization's talent acquisition process.
- Ensure compliance with relevant employment laws and regulations throughout the recruitment process.
- Maintain accurate records of recruitment activities by ensuring data privacy.
- Coordinate with different universities and associations, attend job fairs and campus recruitment programs.

10 Feb 2019 – 30 Sep 2021 – Dhaka, Bangladesh

Executive, HR & Admin

Confidence Group



Responsibilities:

- Responsible for end-to-end recruitment-related activities starting from reviewing the job requisition, sourcing, screening and scheduling interviews for different functions within the company.
- Assist in preparing job advertisements; arrange job postings and coordinate interviews in accordance with the organizational recruitment standards & business needs.
- Initiate and follow up on reference checks and academic verifications, and ensure the completion of other background checks.
- Develop and update the organizational organogram to facilitate recruitment and manpower planning.
- New Staff On-boarding: On confirmation of appointment, handle employee's joining formalities, periodic counseling, performance assessment & job confirmation etc. in appropriate manner.
- Assist the business partner in developing initiatives to encourage employee well-being and employee recognition schemes.
- Participate and execute in different job fair for the purpose of Employer Branding.



AKIJ FOOD & BEVERAGE LTD.

AREAS OF EXPERTISE

- Headhunting & Sourcing
- Job Description Drafting
- Salary negotiation
- Maintain Database for vast recruitment information
- Documentation
- Recruitment Services

TRAININGS

- “Google Data Analysis” by Coursera
- “Organization Development based on Human Behavioral Science” by ODCP ICON
- “English for Business Communication” by Enroute
- “Professional Certification in Training Needs and Impact Assessment” by World Academy for Research and Development- WARD
- “Manners, Etiquette and Positive Attitude” by Confidence Group
- “SQL Basic Programming” by LinkedIn Learning
- “Critical Thinking for Better Judgement and Decision Making” by LinkedIn Learning

COMPUTER PPFECIENCY

- Microsoft Office
- Google Apps (Docs, Sheets, Slides)
- Microsoft Visio

PERSONAL ACHIEVEMENTS

- Dr. Anwarul Abedin Leadership Award, President at AIUB Performing Arts Club (APAC)

EXTRA-CURRICULAR ACTIVITIES

- Worked as a Team Member Event: HR: Today & Tomorrow
- Worked as a volunteer in AIUB Volunteer Unit.
- Worked as a volunteer in Clemon Campus Star event.
- Worked as a volunteer Event: Thai Fest in Bangladesh- 2017

10 Oct 2018 – 31 Jan 2019 – Dhaka, Bangladesh

Human Resource Intern

Akij Food & Beverage Limited

Responsibilities:

- Make phone call to shortlisted candidates for assessment purpose as part of Recruitment process.
- Assist Recruitment Manager with the coordination of Assessment phases (Written, Interview).
- Ensure smooth joining experience of candidates by assisting Recruitment & Training team with their orientation program.
- Complete the initial formalities of new joiner by providing Joining Letter, Laptop, Stationaries and so on to make him/her welcome.
- Organize & participate in different Job Fair for the purpose of Employer Branding.
- Maintain confidential records, including personnel files of the peoples registered with the organization.
- Assist in Employee relation activities such as Birthday Celebration, farewell, Best Employee Certificate Giving Ceremony, Yearly Picnic.
- Assist Training Unit with the coordination of training program.
- Assist HR Service in-charge with final settlement, exit interview and employee separation.

EDUCATIONAL QUALIFICATION

Master of Business Administration (MBA)

Institute: **Jahangirnagar University**

Pass Year: 2022

Concentration/Major: Human Resource Management

Result: 3.39 (Out of 4.00)

Post Graduate Diploma (PGD)

Institute: **United International University**

Pass Year: 2020

Concentration/Major: Human Resource Management

Result: 3.44 (Out of 4.00)

Bachelor of Business Administration (BBA)

Institute: **American International University-Bangladesh**

Pass Year: 2019

Concentration/Major: Human Resource Management

Result: CGPA 3.61 (Out of 4.00)

Higher Secondary School Certificate (HSC)

Institute: **Dhaka Commerce College**

Pass Year: 2014

Concentration/Major: Business Studies

Result: CGPA 4.70 (Out of 5.00)

Secondary School Certificate

Institute: **Adarsha High School**

Pass Year: 2012

Concentration/Major: Business Studies

Result: CGPA 4.38 (Out of 5.00)